



Administration for Children and Families

Office of Refugee Resettlement

Home Study and Post Release Services for Unaccompanied Children

HHS-2017-ACF-ORR-ZU-1139

Application Due Date: 07/25/2016

Home Study and Post Release Services for Unaccompanied Children

HHS-2017-ACF-ORR-ZU-1139

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**Department of Health & Human Services
Administration for Children and Families**

Program Office: Office of Refugee Resettlement
Funding Opportunity Title: Home Study and Post Release Services for Unaccompanied Children
Announcement Type: Initial
Funding Opportunity Number: HHS-2017-ACF-ORR-ZU-1139
Primary CFDA Number: 93.676
Due Date for Applications: 07/25/2016

Executive Summary

Notice:

- Applicants are strongly encouraged to read the entire funding opportunity announcement (FOA) carefully and observe the application formatting requirements listed in *Section IV.2. Content and Form of Application Submission*. For more information on applying for grants, please visit "How to Apply for a Grant" on the ACF Grants Page at <http://www.acf.hhs.gov/grants/howto>.

In accordance with the requirements of the William Wilberforce Trafficking Victims Protection Reauthorization Act of 2008 (TVPRA), the Office of Refugee Resettlement/Division of Children's Services (ORR/DCS) within the United States Department of Health and Human Services (HHS) conducts Home Studies (HS) for certain categories of unaccompanied children (UC) prior to their release from ORR custody and provides Post Release Services (PRS) for UC after they are released. HS/PRS providers promote the safety and well-being of a UC after their release to a sponsor in the U.S.

While in ORR custody, ORR residential service providers use ORR screening tools, conduct interviews with the UC, sponsor, and other household members, and conduct background checks to determine if a HS is necessary prior to releasing a UC to a sponsor. If a HS is necessary, residential providers will refer to the case to the ORR HS program and a HS provider will accept the case.

The TVPRA requires PRS for UC who had a HS based on TVPRA categories prior to their release from ORR custody. The TVPRA also authorizes this program to provide PRS to UC with mental health or other needs who could benefit from ongoing assistance from a social welfare agency. PRS employ a culturally and linguistically sensitive focus on connecting the sponsor to appropriate resources for the UC within their local communities.

This funding opportunity is available for providers to coordinate and administer HS and PRS for select UC in ORR custody. Applicants must apply to provide both of the requested

services.

All entities funded under this FOA must comply with ORR/DCS HS/PRS policies and procedures, the Flores Settlement Agreement, the Perez-Olano Settlement Agreement, Case No. CV05-3604 (C.D. Cal., Dec. 14, 2010), and pertinent regulations and laws. ORR encourages applicants to review ORR's policies at: <http://www.acf.hhs.gov/programs/orr/resource/children-entering-the-united-states-unaccompanied>.

I. Program Description

Statutory Authority

Section 462 of the Homeland Security Act of 2002 (6 U.S.C. § 279) transferred responsibility for the care of UC from the Commissioner of the former Immigration and Naturalization Service (INS) to the Director of ORR at HHS in March 2003.

When making decisions on placement, including the release and services provided to UC, the Director of ORR must follow the Flores Settlement Agreement, Case No.

CV85-4544RJK (C.D. Cal. 1996), the William Wilberforce Trafficking Victims Protection Reauthorization Act (TVPRA) of 2008 (8 U.S.C. § 1232), and the Violence Against Women Reauthorization Act of 2013 (42 U.S.C. §15607(d)).

Section 235(c)(3)(B) of the William Wilberforce TVPRA of 2008 (8 U.S.C. § 1232(c)(3)(B)) requires that a HS is conducted for certain categories of UC. The TVPRA of 2008 also requires that PRS be provided for UC whom a HS was conducted and authorizes such services for UC with mental or other special needs that would benefit from ongoing assistance.

Description

BACKGROUND

The primary function of ORR/DCS is to provide temporary shelter care and other services to UC in ORR custody. The Homeland Security Act of 2002 §462(g)(2) says the term unaccompanied child “means a child who —

- has no lawful immigration status in the United States; has not attained 18 years of age; and with respect to whom—
 - there is no parent or legal guardian in the United States; or
 - no parent or legal guardian in the United States is available to provide care and physical custody.”

The UC population in ORR custody typically consists of minors aged 12 to 17 years. UC come from all over the world, but the most are from El Salvador, Honduras, Guatemala, and Mexico. Males represent a higher percentage of the total population of UC and most UC released to sponsors are 15 years old or older; however, services must be provided to minors of all ages, genders, nationalities, religious affiliation, and those that are pregnant and parenting.

Once a sponsor has been identified for a UC in ORR custody, select UC will be referred

for HS and/or PRS to ensure the safe reunification of UC with sponsors after their release from ORR custody.

UC sponsors consist of a variety of individuals connected to the UC, often do not have lawful immigration status in the United States and have experienced a prolonged separation from the UC.

Possible sponsors include, as listed in order of preference in the *Flores Settlement Agreement*:

- parent;
- legal guardian;
- adult relative (sibling, aunt, uncle, cousin, grandparent, etc.);
- adult individual or entity designated by the parent or legal guardian as capable and willing to care for the UC's well-being;
- licensed program willing to accept legal custody; or
- at ORR's discretion, an adult individual or entity seeking custody when it appears that there is no other likely alternative to long term ORR custody and family reunification does not appear to be a reasonable possibility.

HOME STUDY AND POST RELEASE SERVICES PROGRAM

Budgeted Regional Capacity Model

ORR is committed to providing quality services to UC upon release from ORR custody. HS/PRS providers must have a program model that allows for budgeted regional capacity and service implementation of HS and PRS throughout the United States, taking into account the areas where a large number of UC are released to sponsors such as, but not limited to, the following:

- California
- Florida
- Georgia
- Maryland
- Massachusetts
- New Jersey
- New York
- North Carolina
- Tennessee
- Texas
- Virginia

Additional areas can be referenced at the following link: <http://www.acf.hhs.gov/programs/orr/programs/ucs/state-by-state-uc-placed-sponsors>

The budgeted regional capacity model requires that providers have salaried staff in locations throughout the U.S. who are able to provide services to UC and sponsors within their local communities and/or budgeted regions. On rare occasions, services outside of the HS/PRS providers' budgeted areas may be required depending on the needs of the UC and the remote location of the sponsor. In this scenario, salaried staff will be required to travel outside of their regional area to provide required services.

HS/PRS Monitoring and Quality Assurance of Subcontracted Agencies

HS/PRS providers that choose to utilize salaried staff through subcontracted agencies will be required to have a Memorandum of Understanding (MOU) with the agency and conduct on-site, annual monitoring to ensure that staffs are in compliance with all requirements outlined in this FOA. HS/PRS providers will also be required to provide subcontracted staffs with on-going training, technical assistance, and guidance on HS/PRS program operations.

HS/PRS Provider Expertise

In order to effectively implement these services, HS/PRS providers must have prior experience in the provision of services to foreign-born immigrant children and families; specifically with individuals who may not have legal status in the United States. HS/PRS providers must employ a culturally and linguistically sensitive approach to service provision and must have experience in child welfare, Child Protective Services, and working with children who have special needs and/or victims of trafficking, youth outreach and/or other social services. HS/PRS providers must also have established working relationships with community-based social service agencies and be familiar with the service needs and service gaps for immigrants without legal status in the proposed areas of operation.

HS/PRS Staff Training

HS/PRS providers will be required to train all staff in accordance with state licensing requirements as well as the following ORR-required trainings. All trainings must be documented in personnel files. HS/PRS providers that have national-level staff that do not provide direct services are expected to have the same level, if not more, training and experience as direct care staff.

- ORR guidance, procedures and policy;
- The Flores Settlement Agreement;
- Trafficking Victims Protection Reauthorization Act of 2008;
- Violence Against Women Reauthorization Act of 2013;
- Mental health;
- Child welfare best practices, including mandated reporting;
- Safety working in the field;
- Child development theory;
- Substance abuse;
- Domestic violence;
- Gang prevention;
- Loss and family separation;
- Confidentiality; and
- Child trafficking and smuggling.

Records Management

Once ORR has received approval from the Office of Management and Budget (OMB) to collect UC data, HS/PRS providers will be required to maintain UC information in a database provided by ORR. HS/PRS providers will be required to maintain a high standard of record keeping and must safeguard individual UC and sponsor case information according to ORR instructions and procedures. HS/PRS providers are required to develop a system that preserves

the confidentiality of UC information and protects the records from unauthorized use or disclosure. The records of UC served under the HS/PRS program are the property of ORR to the extent the child is in ORR custody at the time the records are developed. Other records are grantee records, but are subject to ORR access provisions in 45 CFR § Part 75.364. Records must be provided to ORR upon request, but is subject to ORR's approval from OMB under the Paperwork Reduction Act (PRA).

HOME STUDY OVERVIEW

A HS assesses the potential sponsor's ability to meet the UC's needs upon release from ORR custody. UC in ORR custody must be placed with sponsors in a safe and timely manner; therefore, HS providers must work in a time-sensitive, but thorough manner, in conducting HS.

Under the TVPRA of 2008, ORR is required to perform a HS when:

- The child is a victim of a severe form of trafficking in persons;
- The child is a special needs child with a disability (as defined in 42 U.S.C. § 12102);
- The child has been a victim of physical or sexual abuse under circumstances that indicate that the child's health or welfare has been significantly harmed or threatened; or
- The proposed sponsor clearly presents a risk of abuse, maltreatment, exploitation, or trafficking to the child based on all available objective evidence. [1]

Additionally, ORR mandates that HS be completed for UC who meet the following criteria:

- The child is being released to a non-relative sponsor who is seeking to sponsor multiple children, or has previously sponsored or sought to sponsor a child and is seeking to sponsor additional children; and
- The child is 12 years of age and under and is being released to non-relative sponsor.

ORR may authorize discretionary HS for UC who meet additional criteria throughout the project period.

Home Study Services

To assess the sponsor's ability to meet the needs of the UC upon release, the HS provider must complete a review of all assessment information collected about the UC and sponsor since the UC has been in custody; must conduct an interview with the UC; must conduct a home visit with the sponsor and have a face-to-face interview; and must conduct face-to-face interviews with all household members. A HS report must be submitted to ORR within 10 business days of referral acceptance.

Within the HS report, HS providers will be required to make a final recommendation to ORR about the UC's release to the sponsor; however, ORR alone has authority to approve or deny release of any UC from ORR custody. Please reference *Section I. Post Award Requirements* for more information on the template for the report.

POST RELEASE SERVICES OVERVIEW

All UC who meet the TVPRA criteria for a HS will also receive mandatory PRS following their release from ORR custody. All other UC who have ORR mandatory or discretionary HS will also receive PRS. The TVPRA also authorizes ORR to provide PRS to UC with mental

health or other needs that could benefit from ongoing assistance from a social welfare agency. PRS includes the provision of case management based on the needs of the child with a focus on providing referrals and access to needed community-based social services.

Cases that had a HS per the TVPRA requirements are required to have been referred for, and assigned to, a PRS provider prior to the UC's release and must have PRS initiated within two days of release from ORR custody. PRS that follow a HS per the TVPRA must end when the UC turns 18 years of age or when the UC's immigration case is terminated, whichever comes first.

All other PRS cases (including those following ORR mandated HS and ORR discretionary HS) must be referred for services prior to release but may be assigned to a PRS provider after the UC has already been released. PRS providers must begin services within two days of their referral acceptance. These PRS should have a service period of six months or until the UC turns 18 years of age, whichever comes first, but may close sooner if the services are professionally assessed to be no longer warranted.

Post Release Services

ORR provides PRS in order to promote the safety and well-being of UC after release from ORR custody. Depending on the needs of the individual UC, PRS providers will be required to provide one or both levels of PRS during the UC's service period.

Level One Services

This level of service is provided to UC and their sponsors who need additional assistance connecting to appropriate resources in the community or to address other concerns, such as mental health or other needs that could benefit from ongoing assistance from a social welfare agency. PRS providers must provide the following in Level One Services:

- Limited in-home engagements for the purpose of providing direct referrals to community services focusing on PRS service areas listed in this FOA;
- Monthly UC Follow-Up Reports in the UC Portal Database;
- Notifications of Concern in the UC Portal Database;
- Case Closure Reports in the UC Portal Database; and
- A referral to Level Two Services, if necessary.

Level Two Services

This level of service is for UC who previously received Level One Services but have been assessed to be in need of more intensive case management services. UC can also be referred to Level Two Services directly from ORR residential care if deemed necessary by ORR. This level of service provides a high level of engagement between the PRS provider and the family unit in order to promote safety, permanency, and well-being of UC released from ORR custody. PRS providers must provide the following in Level Two Services:

- Regularly scheduled home visits (at minimum, once a month);
- Ongoing needs assessments of UC;
- Comprehensive case management focusing on PRS service areas listed in this FOA;
- Access to therapeutic supports;
- Monthly UC Follow Up Reports in the UC Portal Database;

- Notifications of Concern in the UC Portal Database; and
- Case Closure Reports in the UC Portal Database.

Please reference *Section I. Post Award Requirements* for more information on Post Release Services' reporting.

Post Release Service Areas

PRS providers will be required to coordinate or administer all of the following minimum-required service areas within the structure of Level One or Level Two Services, listed above. Each service must be provided in a manner that is sensitive to the age, culture, religion, native language, sexual orientation, and individual needs of each UC.

Placement Stability and Safety

PRS providers will be required to work with sponsors to address challenges in parenting a UC whom the sponsor has been separated from or has never parented before. This may include, but is not limited to providing guidance about:

- Maintaining a safe and viable housing placement for the UC;
- Supervising children as required by United States law;
- Protecting UC from threats by smugglers or traffickers; and
- Understanding the dynamics of child abuse, neglect, separation, grief, and loss and how these issues affect children.

Guardianship

If the sponsor is not a parent or legal guardian of the UC, PRS providers will be required to provide education about the benefits of obtaining guardianship, especially in cases where medical decisions need to be made on behalf of the UC. If the sponsor indicates a desire to obtain legal guardianship of the UC, PRS providers will be required to assist the sponsor in identifying legal resources to do so.

Legal Services

PRS providers will be required to assist the sponsor in accessing applicable legal service resources. PRS providers will be required to monitor and help facilitate the sponsor's plan to ensure the UC's attendance at all immigration court proceedings and comply with Department of Homeland Security requirements. Some UC may also have unresolved juvenile justice issues that will require specialized legal attention upon release.

Education

Although UC attend school while in ORR custody, many come to the U.S. with limited formal education. Sponsors may not be familiar with state education requirements or the procedure to enroll a UC in school. As a result, PRS providers will be required to assist the sponsor with school enrollment and monitor the UC's experiences in school. If a UC exceeds a state's minimum age requirement for mandatory school attendance, PRS providers may assist with alternative education plans.

Medical Services

Upon admission into ORR custody, UC undergo a complete medical examination and receive

all appropriate immunizations. After release, PRS providers must assist the sponsor in obtaining medical insurance for the UC or locating medical professionals who can provide services to UC with respect to cultural, linguistic, and financial needs of the UC and sponsor. If a UC requires specialized medical assistance, PRS providers will assist with and monitor the sponsor's arrangement of and follow through with, the UC's medical appointments and any other medical requirements.

Individual Mental Health Services

Many UC referred for PRS have a history of trauma and other related mental health needs. Common diagnoses for UC include Post Traumatic Stress Disorder, Major Depressive Disorder, and Adjustment Disorder. Sponsors receive psycho-education from ORR while the UC is in ORR custody regarding the mental health needs of the UC; however, sponsors often require on-going education and assistance in the area of mental health. PRS providers will be required to provide the sponsor with relevant mental health resources and referrals for the UC with respect to the cultural, linguistic, and financial needs of the UC and sponsor. If a UC requires specialized mental health assistance, PRS providers will assist with and monitor the sponsor's arrangement of and follow through with, the UC's mental health appointments and any other requirements. PRS providers will also be required to provide guidance on services for psychotropic medication and monitoring, as needed.

Family Stabilization/Counseling

While in ORR custody, UC receive weekly individual and bi-weekly group counseling sessions. Some UC may wish to continue counseling subsequent to their release to a sponsor and some UC and sponsors may benefit from family counseling because of prolonged separation, significant changes to the household composition, or a variety of other reasons. In such cases, PRS providers will be required to provide the sponsor with relevant resources and referrals for family counseling and/or individual counseling with respect to the cultural, linguistic and financial needs of the UC and sponsor.

Substance Abuse

Some UC released from ORR care have a history of substance abuse. Substance abuse concerns may involve alcohol abuse and/or other controlled substances. As needed, PRS providers will be required to assist the sponsor in locating resources, such as Spanish-speaking Alcoholics or Narcotics Anonymous meetings, to help address the substance abuse-related needs of the UC.

Depending on the needs of the UC and sponsor, PRS providers may also be required to assist in connecting UC and sponsors with local resources in specialized service areas such as acculturation and adjustment, pregnant and parenting teens, disabilities, juvenile justice, behavior management and/or religious places of worship.

PROGRAM STAFFING REQUIREMENTS

HS/PRS providers will be required to hire and retain staff that have experience conducting home studies and working with immigrant populations, and who are knowledgeable about family preservation, kinship care, and/or general child welfare. HS/PRS providers will be required to have staff that are bilingual in English and Spanish and must have access to other language speakers or interpreters in the event that a UC speaks a language other than Spanish.

HS/PRS providers will be required to complete background investigations on all staff, contractors, and volunteers prior to hire to ensure the candidate is suitable for employment. Background checks must be completed in accordance with ORR's policies and State licensing requirements. At a minimum, a background check must be updated every five (5) years. For additional information on the specific types of checks that must be completed, please consult the ORR Policy Guide at section 4.3 Personnel, located at: <http://www.acf.hhs.gov/programs/orr/resource/children-entering-the-united-states-unaccompanied>.

HS/PRS providers will also be required to demonstrate a commitment to comply with mandatory state reporting requirements for child abuse and neglect.

The following are the minimum qualifications for HS/PRS providers' key staff positions. Exceptions to these requirements require ORR approval. All direct service and supervisory employees shall be considered mandated reporters in the jurisdictions in which they provide services and are required to report promptly to the appropriate child welfare authorities and to ORR if it is suspected that an unaccompanied child is being abused or neglected.

Program Director

The Program Director must have experience managing projects including both financial and managerial responsibilities. Program Directors will have knowledge of local community social services and should have specialized experience conducting home studies and working with immigrant populations, and should be knowledgeable about family preservation, kinship care, and/or general child welfare. At minimum, the Program Director must have a Master's degree in Social Work or an equivalent degree in education, psychology, sociology, or other behavioral science equivalent. This requirement may be substituted by a bachelor's degree in one of the aforementioned sciences, plus approximately five years of relevant employment experience that demonstrates advanced levels of supervisory and financial management experience. The Program Director is responsible and accountable for the entire program and its outcomes. They act as the main liaison between ORR and their regional staff. The Program Director coordinates both programmatic and financial elements for the services provided to the UC through the HS/PRS program.

Regional Supervisor / Lead Case Manager for Home Study and/or Post Release Services

The Regional Supervisor/Lead Case Manager for HS and/or PRS must have experience in conducting HS and writing professional, thorough assessment reports. The Regional Supervisor/Lead Case Manager will have knowledge of local community social services and should have specialized experience conducting home studies and working with immigrant populations, and should be knowledgeable about family preservation, kinship care, and/or general child welfare. At minimum, the Regional Supervisor/Lead Case Manager must have a Master's degree in Social Work or an equivalent degree in behavior sciences or a social service field. The Regional Supervisor/Lead Case Manager must also have approximately three years of progressive experience in the fields listed above. This requirement may be substituted by a bachelor's degree in one of the aforementioned sciences, plus approximately five years of relevant employment experience that demonstrates supervisory and case management experience.

The Regional Supervisor/Lead Case Manager is responsible for overseeing the assignment of referrals, training new case managers, and supervising the work of other case managers.

Home Study Case Workers

HS Case Workers must have experience in conducting HS according to the requirements in the state where services are being provided and must be skilled at writing professional, thorough assessment reports. HS Case Workers will have knowledge of local community social services and should have specialized experience conducting home studies and working with immigrant populations, and should be knowledgeable about family preservation, kinship care, and/or general child welfare. At minimum, HS Case Workers must have a bachelor's degree in Social Work (BSW) or an equivalent degree in education, psychology, sociology, or other behavioral science equivalent. HS Case Workers must be bilingual in English and Spanish or have access to a professional interpretation services.

Post Release Services Case Workers

PRS Case Workers must have knowledge of local community social services and should have specialized experience working with immigrant populations and should be knowledgeable about family preservation, kinship care, and/or general child welfare. PRS Case Workers must have a BSW or an equivalent degree in education, psychology, sociology, or other behavioral science equivalent. PRS Case Workers must be bilingual in English and Spanish or have access to a professional interpretation services.

Staff-to-case ratios for PRS Case Workers should not exceed 1 to 25.

FAITH BASED ORGANIZATIONS

Consistent with the ACF Policy on Grants to Faith-Based Organizations (please see *Section III.1, Eligible Applicants* for more information), ACF is mindful that potential grantees may have religious objections to providing certain kinds of services. ACF is committed to providing the full range of legally permissible services to people who need them, and to do so in a timely fashion and in a manner that respects the diverse religious and cultural backgrounds of those we serve. At the same time, ACF is also committed to exploring ways for organizations to partner with ACF and other grantees even if they object to providing specific services on religious grounds.

If an organization has a religious objection to providing any of the services required in the program, it may propose an approach to meeting its grant obligations consistent with ACF's faith-based policy. The alternative approach must be one that accomplishes the goal of ensuring that UC in ORR-funded PRS understand the full range of services available in their community (including family planning services) and that there is a mechanism by which UC requesting such services can receive appropriate services. If an alternative approach is proposed, ORR will decide whether to accept the alternative approach, based upon a determination of whether the alternative approach will ensure timely provision of all services for which the individual is eligible, is not burdensome to the client, and is operationally feasible for ACF.

POST AWARD REQUIREMENTS

ORR will be asking approval from the OMB for information collection under the PRA on UC Data Indicators and HS/PRS templates for post-award reporting.

UC Data Indicators will include, but are not limited to:

Home Study Services

- Total number of completed HS Reports within 10 business days from referral acceptance;
- Total number of completed HS on a quarterly basis and at the end of the budget year; and
- Total number of HS in process on a quarterly basis and at the end of the budget year.

Post Release Services

- Monthly reports in the UC Portal indicating the total number and types of referrals made for active cases;
- Total number of completed PRS on a quarterly basis and at the end of the budget year; and
- Total number of PRS in process on a quarterly basis and at the end of the budget year.

HS/PRS report templates will include, but are not limited to:

Home Study Services

- HS providers must utilize a standardized HS report template provided by ORR. HS providers must provide written information related to the following:
 - UC and sponsor background;
 - Sponsor's relationship to UC and motivation for sponsoring UC;
 - Sponsor's understanding of responsibilities in caring for UC upon release; Information on all household members;
 - Information about the sponsor's home and community; Sponsor's financial information; and
 - HS providers' recommendation for release.

Post Release Services

- PRS providers must utilize standardized templates provided by ORR to complete monthly, quarterly, and annual reporting on PRS provision for UC. Information in these reports will be based on service area components listed in this FOA and must contain both individual UC and aggregate information reflective of the services provided.

HS/PRS Monitoring of Subcontracted Agencies

HS/PRS providers will be required to submit annual monitoring reports of all subcontracted agencies to ORR within 30 days of completion of the on-site monitoring visit. Any corrective actions noted by the HS/PRS provider will be completed by the subcontracted agency within 60 days of completion of the on-site monitoring visit.

NOTE: Consistent with the PRA of 1995, 44 U.S.C. §§ 3501-3521, under this FOA, ORR will not conduct or sponsor – and a person is not required to respond to - a collection of information covered by such Act, unless it displays a currently valid OMB control number. ORR will be seeking approval of its HS/PRS Data Indicators and HS/PRS report templates through the OMB Office of Information and Regulatory Affairs (OIRA). ORR will not request this information if these data indicators are not approved at the time that reports are due.

Please see Section VI.3. Reporting for more information.

For more information on application requirements, please see *Section IV.2. The Project Description*.

[1] 8 U.S.C. § 1232(c)(3)(B) (also requiring that ORR conduct follow-up services, during the pendency of removal proceedings, on children for whom a home study was conducted).

II. Federal Award Information

Funding Instrument Type:	Cooperative Agreement
Estimated Total Funding:	\$27,000,000
Expected Number of Awards:	10
Award Ceiling:	\$10,000,000 Per Budget Period
Award Floor:	\$275,000 Per Budget Period
Average Projected Award Amount:	\$2,700,000 Per Budget Period
Anticipated Project Start Date:	10/01/2016

Length of Project Periods:

Length of Project Period: 36-month project with three 12-month budget periods

Additional Information on Awards:

Awards made under this announcement are subject to the availability of federal funds.

Applications requesting an award amount that exceeds the *Award Ceiling* per budget period, or per project period, as stated in this section, will be disqualified from competitive review and from funding under this announcement. This disqualification applies only to the *Award Ceiling* listed for the first 12-month budget period for projects with multiple budget periods. If the project and budget period are the same, the disqualification applies to the *Award Ceiling* listed for the project period. Please see *Section III.3. Other, Application Disqualification Factors*.

Note: For those programs that require matching or cost sharing, recipients will be held accountable for projected commitments of non-federal resources in their application budgets and budget justifications by budget period or by project period for fully funded awards, even if the projected commitment exceeds the required amount of match or cost share. **A recipient's failure to provide the required matching amount may result in the disallowance of federal funds.** See *Section III.2.* of this announcement for information on cost-sharing or matching requirements.

Description of ACF's Anticipated Substantial Involvement Under the Cooperative Agreement

ORR supports grantees in the following areas:

- the design, implementation, and modification of program activities, services and facilities;
- the design of protocols or procedures;
- the evaluation of subcontractors (if applicable);
- the selection of key program staff;
- the provision of guidance in the collection and analysis of data;
- the provision of training and technical assistance;
- select decisions regarding individual case management related activities.

ORR monitors grantees in the following areas: the review of budgets, required reports, and overall program performance, outlined by the ORR/DCS HS/PRS policies and procedures. ORR will not request any UC data and/or reports from grantees unless it has received OMB approval under PRA.

Please see *Section IV.5 Funding Restrictions* for limitations on the use of federal funds awarded under this announcement.

III. Eligibility Information

III.1. Eligible Applicants

Eligibility is unrestricted and open to the following types of organization to apply:

- State governments
- County governments
- City or township governments
- Special district governments
- Independent school districts
- Public and state controlled institutions of higher education
- Native American tribal governments (federally recognized)
- Native American tribal organizations (other than federally-recognized tribal governments)
- Public housing authorities/Indian housing authorities
- Nonprofits having 501(c)(3) status with the IRS, other than institutions of higher education
- Nonprofits without 501(c)(3) status with the IRS, other than institutions of higher education
- Private institutions of higher education
- For-profit organizations other than small businesses
- Local affiliates of national organizations
- Small businesses

Applications from individuals (including sole proprietorships) and foreign entities are not eligible and will be disqualified from competitive review and from funding under this announcement. See *Section III.3. Other, Application Disqualification Factors*.

Faith-based and community organizations that meet the eligibility requirements are eligible to receive awards under this funding opportunity announcement. Faith-based organizations are encouraged to review the ACF Policy on Grants to Faith-Based Organizations at: <http://www.acf.hhs.gov/acf-policy-on-grants-to-faith-based-organizations>.

See *Section IV.2. Legal Status of Applicant Entity* for documentation required to support eligibility.

III.2. Cost Sharing or Matching

Cost Sharing / Matching Requirement: No

For all federal awards, any shared costs or matching funds and all contributions, including cash and third-party in-kind contributions, must be accepted as part of the recipient's cost sharing or matching when such contributions meet all of the criteria listed in 45 CFR 75.306.

For awards that require matching by statute, recipients will be held accountable for projected commitments of non-federal resources in their application budgets and budget justifications by budget period, or by project period for fully funded awards, even if the projected commitment exceeds the amount required by the statutory match. **A recipient's failure to provide the statutorily required matching amount may result in the disallowance of federal funds. Recipients will be required to report these funds in the Federal Financial Reports.**

For awards that do not require matching or cost sharing by statute, where "cost sharing" refers to any situation in which the recipient voluntarily shares in the costs of a project other than as statutorily required matching. These include situations in which contributions are voluntarily proposed by an applicant and are accepted by ACF. Non-federal cost sharing will be included in the approved project budget so that the applicant will be held accountable for proposed non-federal cost-sharing funds as shown in the Notice of Award (NOA). **A recipient's failure to provide voluntary cost sharing of non-federal resources that have been accepted by ACF as part of the approved project costs and that have been shown as part of the approved project budget in the NOA, may result in the disallowance of federal funds. Recipients will be required to report these funds in the Federal Financial Reports.**

III.3. Other

Application Disqualification Factors

Applications from individuals (including sole proprietorships) and foreign entities are not eligible and will be disqualified from competitive review and from funding under this announcement.

Award Ceiling Disqualification

Applications that request an award amount that exceeds the *Award Ceiling* per budget period or per project period as stated in *Section II. Federal Award Information*, will be disqualified

from competitive review and from funding under this announcement. This disqualification applies only to the *Award Ceiling* listed for first 12-month budget period for projects with multiple budget periods. If the project and budget period are the same, the disqualification applies to the *Award Ceiling* listed for the project period.

Required Electronic Application Submission

ACF requires electronic submission of applications at www.Grants.gov. **Paper applications received from applicants that have not been approved for an exemption from required electronic submission will be disqualified from competitive review and from funding under this announcement.**

Applicants that do not have an Internet connection or sufficient computing capacity to upload large documents to the Internet may contact ACF for an exemption that will allow the applicant to submit applications in paper format. Information and the requirements for requesting an exemption from required electronic application submission are found in "Request an Exemption from Electronic Application Submission" in *Section IV.2. Content and Form of Application Submission*.

Missing the Application Deadlines (Late Applications)

The deadline for electronic application submission is 11:59 p.m., ET, on the due date listed in the *Overview and in Section IV.4. Submission Dates and Times*. Electronic applications submitted to www.Grants.gov after 11:59 p.m., ET, on the due date, as indicated by a dated and time-stamped email from www.Grants.gov, will be disqualified from competitive review and from funding under this announcement. That is, applications submitted to www.Grants.gov, on or after 12:00 a.m., ET, on the day after the due date will be disqualified from competitive review and from funding under this announcement.

Applications submitted to www.Grants.gov at any time during the open application period, and prior to the due date and time, which fail the www.Grants.gov validation check, will not be received at, or acknowledged by, ACF.

Each time an application is submitted via www.Grants.gov, the submission will generate a new date and time-stamp email notification. Only those applications with on-time date and time stamps that result in a validated application, which is transmitted to ACF, will be acknowledged.

The deadline for receipt of paper applications is 4:30 p.m., ET, on the due date listed in the *Overview and in Section IV.4. Submission Dates and Times*. Paper applications received after 4:30 p.m., ET, on the due date will be disqualified from competitive review and from funding under this announcement. **Paper applications received from applicants that have not received approval of an exemption from required electronic submission will be disqualified from competitive review and from funding under this announcement.**

Notification of Application Disqualification

Applications that are disqualified under these criteria are considered to be “non-responsive” and are excluded from the competitive review process. Applicants will be notified of a disqualification determination by email or by USPS postal mail within 30 federal business days from the closing date of this FOA.

IV. Application and Submission Information

IV.1. Address to Request Application Package

Harmony Johnson
U.S. Department of Health and Human Services
Administration for Children and Families
Office of Refugee Resettlement
330 C Street, SW.
Washington, DC 20201
Email: DCS_ProjectOfficers@acf.hhs.gov

Electronic Application Submission:

The electronic application submission package is available in the FOA's listing at www.Grants.gov.

Applications in Paper Format:

For applicants that have received an exemption to submit applications in paper format, Standard Forms, assurances, and certifications are available in the Application Package available in the FOA's Grants.gov synopsis at www.Grants.gov. They are also available at <http://www.grants.gov/web/grants/forms/sf-424-family.html#sortby=1>. See *Section IV.2.Request an Exemption from Required Electronic Application Submission* if applicants do not have an Internet connection or sufficient computing capacity to upload large documents (files) to www.Grants.gov.

Standard Forms that are compliant with Section 508 of the Rehabilitation Act (29 U.S.C. § 794d):

Available at the Grants.gov Forms Repository website at <http://www.grants.gov/web/grants/forms/sf-424-family.html#sortby=1>.

Federal Relay Service:

Hearing-impaired and speech-impaired callers may contact the Federal Relay Service (FedRelay) for assistance at www.gsa.gov/fedrelay.

IV.2. Content and Form of Application Submission

FORMATTING APPLICATION SUBMISSIONS

In FY 2013 ACF implemented a new application upload requirement. Each applicant applying electronically via www.Grants.gov is required to upload only two electronic files, excluding Standard Forms and OMB-approved forms. No more than two files will be accepted for the review, and additional files will be removed. Standard Forms and OMB-approved forms will not be considered additional files.

FOR ALL APPLICATIONS:

Authorized Organizational Representative (AOR)

AOR is the designated representative of the applicant/recipient organization with authority to act on the organization's behalf in matters related to the award and administration of grants. In signing a grant application, this individual agrees that the organization will assume the obligations imposed by applicable Federal statutes and regulations and other terms and conditions of the award, including any assurances, if a grant is awarded.

AOR authorization is part of the registration process at www.Grants.gov, where the AOR will create a short profile and obtain a username and password from the Grants.gov Credential Provider. AORs will only be authorized for the DUNS number registered in the System for Awards Management (SAM).

Point of Contact

In addition to the AOR, a point of contact on matters involving the application must also be identified. The point of contact, known as the Project Director or Principal Investigator, should not be identical to the person identified as the AOR. The point of contact must be available to answer any questions pertaining to the application.

Application Checklist

Applicants may refer to *Section VIII. Other Information* for a checklist of application requirements that may be used in developing and organizing application materials.

Accepted Font Style

Applications must be in Times New Roman (TNR), 12-point font, except for footnotes, which may be TNR 10-point font.

Page Limitations

Applicants must observe the page limitation(s) listed under "PAGE LIMITATIONS AND CONTENT FOR ALL SUBMISSION FORMATS:". Page limitation(s) do not include SFs and OMB-approved forms.

All applications must be double-spaced. An application that exceeds the cited page limitation for double-spaced pages in the Project Description file or the Appendices file will have the last extra pages removed and the removed pages will not be reviewed.

Application Elements Exempted from Double-Spacing Requirements

The following elements of the application submission are exempt from the double-spacing requirements and may be single-spaced: the table of contents, the one-page Project Summary/Abstract, required Assurances and Certifications, required SFs, required OMB-approved forms, resumes, logic models, proof of legal status/non-profit status, third-party agreements, letters of support, footnotes, tables, the line-item budget and/or the budget justification.

Adherence to FOA Formatting, Font, and Page Limitation Requirements

Applications that fail to adhere to ACF's FOA formatting, font, and page limitation requirements will be adjusted by the removal of page(s) from the application. Pages will be removed before the objective review. The removed page(s) will not be made available to reviewers.

In instances where formatting and font requirements are not adhered to, ACF uses a formula to determine the actual number of pages to be removed. The formula counts the number of characters an applicant uses when following the instructions and using 12-point TNR and compares the resulting number with that of the submitted application. For example, an applicant using TNR, 11-point font, with 1-inch margins all around, and single-spacing, would have an additional 26 lines, or 1500 characters, which is equal to 4/5 of an additional page. Extra pages resulting from this formula will be removed and will not be reviewed. Applications that have more than one scanned page of a document on a single page will have the page(s) removed from the review.

For applicants that submit paper applications, double-sided pages will be counted as two pages. When the maximum allowed number of pages is reached, excess pages will be removed and will not be made available to reviewers.

NOTE: Applicants failing to adhere to ACF's FOA formatting, font, and page limitation requirements will receive a letter from ACF notifying them that their application was amended. The letter will be sent after awards have been issued and will specify the reason(s) for removal of page(s).

Copies Required

Applicants must submit one complete copy of the application package electronically. Applicants submitting electronic applications need not provide additional copies of their application package.

Applicants submitting applications in paper format must submit one original and two copies of the complete application, including all Standard Forms and OMB-approved forms. The original copy must have original signatures.

Signatures

Applicants submitting electronic applications must follow the registration and application submission instructions provided at www.Grants.gov.

The original of a paper format application must include original signatures of the

authorized representatives.

Accepted Application Format

With the exception of the required Standard Forms (SFs) and OMB-approved forms, all application materials must be formatted so that they are 8 ½" x 11" white paper with 1-inch margins all around.

If possible, applicants are encouraged to include page numbers for each page within the application.

ACF generally does not encourage submission of scanned documents as they tend to have reduced clarity and readability. If documents must be scanned, the font size on any scanned documents must be large enough so that it is readable. Documents must be scanned page-for-page, meaning that applicants may not scan more than one page of a document onto a single page.

PAGE LIMITATIONS AND CONTENT FOR ALL SUBMISSION FORMATS:

With the exception of SFs and OMB-approved forms, the application submission in its entirety (Project Description and Appendices) is limited to 100 pages.

The Project Description (Narrative) must include the following items:

- A one page Project Summary/Abstract;
- Table of Contents;
- Approach;
- Geographic Location;
- Logic Model;
- Outputs Expected;
- Organizational Capacity;
- Program Performance Evaluation Plan; and
- Line-Item Budget and Budget Justifications.

The appendices must include the following:

- Proof of Legal Status;
- All applicable Program Licensures;
- A List of Organizations' Board of Directors;
- Third Party Agreements/Memorandums of Understanding (MOU);
- Resumes of Current Staff, and/or Position Descriptions;
- Organizational Chart of Applicant Entity and the Project;
- Letter of Agreement with Cognizant Federal Agency on Indirect Charges, if relevant;
- In lieu of full audit report, please include the Management Letter;
- Letters of Support; and
- Any Other Information the Applicant Deems Relevant and Necessary.

ELECTRONIC APPLICATION SUBMISSION INSTRUCTIONS

Applicants are required to submit their applications electronically unless they have requested and received an exemption that will allow submission in paper format. See *Section IV.2. Application Submission Options* for information about requesting an exemption.

Electronic applications will only be accepted via www.Grants.gov. **ACF will not accept applications submitted via email or via facsimile.**

Each applicant is required to upload ONLY two electronic files, excluding SFs and OMB-approved forms.

File One: Must contain the entire Project Description, and the Budget and Budget Justification (including a line-item budget and a budget narrative).

File Two: Must contain all documents required in the Appendices.

Adherence to the Two-File Requirement

No more than two files will be accepted for the review. Applications with additional files will be amended and files will be removed from the review. SFs and OMB-approved forms will not be considered additional files.

Application Upload Requirements

ACF strongly recommends that electronic applications be uploaded as Portable Document Files (PDFs). One file must contain the entire Project Description and Budget Justification; the other file must contain all documents required in the Appendices. Details on the content of each of the two files, as well as page limitations, are listed earlier in this section.

To adhere to the two-file requirement, applicants may need to convert and/or merge documents together using a PDF converter software. Many recent versions of Microsoft Office include the ability to save documents to the PDF format without need of additional software. Applicants using the Adobe Professional software suite will be able to merge these documents together. ACF recommends merging documents electronically rather than scanning multiple documents into one document manually, as scanned documents may have reduced clarity and readability.

Applicants must ensure that the version of Adobe Professional they are using is compatible with Grants.gov. To verify Adobe software compatibility please go to Grants.gov and click on “Support” at the top bar menu and select “Adobe Software Compatibility”, which is listed under the topic “Find Answers Online.” The Adobe verification process allows applicants to test their version of the software by opening a test application package. Grant.gov also includes guidance on how to download a supported version of Adobe, as well as troubleshooting instructions if an applicant is unable to open the test application package. There is also a help page for configuring

Firefox and Chrome to open PDFs using Adobe software.

The Adobe Software Compatibility page located on Grants.gov also provides guidance for applicants that have received error messages while attempting to save an application package. It also addresses local network and/or computer security settings and the impact this has on use of Adobe software.

For any systems issues experienced with Grants.gov or with SAM.gov, please refer to ACF's "Policy for Applicants Experiencing Federal Systems Issues" document for complete guidance at

https://www.acf.hhs.gov/sites/default/files/assets/systems_issue_policy_final.pdf under "How to Apply for a Grant/Submit an Application."

Required Standard Forms (SFs) and OMB-approved Forms

Standard Forms (SFs) and OMB-approved forms, such as the SF-424 application and budget forms and the SF-P/PSL (Project/Performance Site Location), are uploaded separately at Grants.gov. These forms are submitted separately from the Project Description and Appendices files. See *Section IV.2. Required Forms, Assurances, and Certifications* for the listing of required Standard Forms, OMB-approved forms, and required assurances and certifications.

Naming Application Submission Files

Carefully observe the file naming conventions required by www.Grants.gov. Limit file names to 50 characters (characters and spaces). Special characters that are allowed under Grants.gov's naming conventions, and are accommodated by ACF's systems, are listed in the instructions available in the Download Application Package at Grants.gov. Please also see

<http://www.grants.gov/web/grants/applicants/submitting-utf-8-special-characters.html>.

Use only file formats supported by ACF

It is critical that applicants submit applications using only the supported file formats listed here. While ACF supports all of the following file formats, **we strongly recommend that the two application submission files (Project Description and Appendices) are uploaded as PDF documents in order to comply with the two file upload limitation.** Documents in file formats that are not supported by ACF will be removed from the application and will not be used in the competitive review. This may make the application incomplete and ACF will not make any awards based on an incomplete application.

ACF supports the following file formats:

- Adobe PDF – Portable Document Format (.pdf)
- Microsoft Word (.doc or .docx)
- Microsoft Excel (.xls or .xlsx)
- Microsoft PowerPoint (.ppt)
- Corel WordPerfect (.wpd)

- Image Formats (.JPG, .GIF, .TIFF, or .BMP only)

Do Not Encrypt or Password-Protect the Electronic Application Files

If ACF cannot access submitted electronic files because they are encrypted or password protected, the affected file will be removed from the application and will not be reviewed. This removal may make the application incomplete and ACF will not make awards based on an incomplete application.

FORMATTING FOR PAPER APPLICATION SUBMISSIONS:

The following requirements are only applicable to applications submitted in paper format. Applicants must receive an exemption from ACF in order for a paper format application to be accepted for review. See *Section IV.2. Request an Exemption from Required Electronic Application Submission* later in this section under *Application Submission Options* for more information.

Format Requirements for Paper Applications

All copies of mailed or hand-delivered paper applications must be submitted in a single package. If an applicant is submitting multiple applications under a single FOA, or multiple applications under separate FOAs, each application submission must be packaged separately. The package(s) must be clearly labeled for the specific FOA it addresses by FOA title and by Funding Opportunity Number (FON).

Because each application will be duplicated, do not use or include separate covers, binders, clips, tabs, plastic inserts, maps, brochures, or any other items that cannot be processed easily on a photocopy machine with an automatic feed. Do not bind, clip, staple, or fasten in any way separate sections of the application. Applicants are advised that the copies of the application submitted, not the original, will be reproduced by the federal government for review. **All application materials must be one-sided for duplication purposes. All pages in the application submission must be sequentially numbered.**

Addresses for Submission of Paper Applications

See *Section IV.7. Other Submission Requirements* for addresses for paper format application submissions.

Required Forms, Assurances, and Certifications

Applicants seeking grant or cooperative agreement awards under this announcement must submit the listed Standard Forms (SFs), assurances, and certifications with the application. All required Standard Forms, assurances, and certifications are available in the Application Package posted for this FOA at www.Grants.gov.

Other versions of required Standard Forms, assurances, and certifications are available at Grants.gov <http://www.grants.gov/web/grants/forms/sf-424-family.html>.

Forms / Assurances / Certifications	Submission Requirement	Notes / Description
SF-424 - Application for Federal Assistance	Submission is required for all applicants by the application due date.	Required for all applications.
Certification Regarding Lobbying (Grants.gov Lobbying Form)	Submission required of all applicants with the application package. If it is not submitted with the application package, it must be submitted prior to the award of a grant.	Submission of the certification is required for all applicants.
SF-LLL - Disclosure of Lobbying Activities	If submission of this form is applicable, it is due at the time of application. If it is not available at the time of application, it may also be submitted prior to the award of a grant.	If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the applicant shall complete and submit the SF-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
Mandatory Grant Disclosure	Submission is required for all applicants and recipients, in writing, to the awarding agency and to the	Mandatory Disclosures, 45 CFR 75.113

HHS Office of the Inspector General (OIG) all information related to violations of federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the federal award.

Disclosures must be sent in writing to:

The Administration for Children and Families,
U.S. Department of Health and Human Services,
Office of Grants Management,
ATTN: Grants Management Specialist,
330 C Street, SW.,
Switzer Building,
Corridor 3200,
Washington, DC
20201

And

U.S. Department of Health and Human Services,
Office of Inspector General,
ATTN: Mandatory Grant Disclosures,
Intake Coordinator,
330 Independence Avenue, SW., Cohen Building,
Room 5527,
Washington, DC
20201

SF-424A - Budget Information - Non-Construction Programs and SF-424B - Assurances - Non-Construction Programs	Submission is required for all applicants when applying for a non-construction project. Standard Forms must be used. Forms must be submitted by the application due date.	Required for all applications when applying for a non-construction project. By signing and submitting the SF-424B, applicants are making the appropriate certification of their compliance with all federal statutes relating to nondiscrimination.
SF-Project/Performance Site Location(s) (SF-P/PSL)	Submission is required for all applicants by the application due date.	Required for all applications. In the SF-P/PSL, applicants may cite their primary location and up to 29 additional performance sites.
SF-424 Key Contact Form	Submission is required for all applicants by the application due date.	Required for all applications.
DUNS Number (Unique Entity Identifier) and Systems for Award Management (SAM) registration.	A DUNS number (Unique Entity Identifier) is required of all applicants. To obtain a DUNS number, go to http://fedgov.dnb.com/webform . Active registration at the Systems Award Management (SAM) website must be maintained throughout the application and project award period. SAM registration is	A DUNS number (Unique Entity Identifier) and SAM registration are eligibility requirements for all applicants. <i>See Section IV.3. Unique Entity Identifier and System for Award Management (SAM) for more information.</i>

available at
<http://www.sam.gov>.

ORR Non-discrimination Assurance

Submission of an application for this funding opportunity constitutes assurance that in serving beneficiaries of this program; applicants have made reasonable good faith efforts to:

- have policies prohibiting discrimination and harassment of such beneficiaries based on race, sexual orientation, gender, gender identity (or expression), religion, and national origin in place;
- be inclusive of and non-stigmatizing toward lesbian, gay, bisexual, and transgender (LGBT) individuals including LGBT youth;
- ensure that all staff serving program beneficiaries are trained to prevent and respond to harassment in all forms; and
- monitor claims of harassment and discrimination of beneficiaries, address them seriously, and document corrective action(s) so all participants are assured that programs are safe, inclusive, and non-stigmatizing by design and in operation.

Submission of an application for this award further constitutes an assurance that any subcontractors directly engaged in the care and custody of UC:

- will be inclusive of and non-stigmatizing toward LGBT individual, including LGBT youth;
- will ensure that all staff will be trained prior to program implementation on how to prevent and respond to harassment and discrimination of beneficiaries in all forms, and;
- are prepared to monitor claims of harassment and discrimination of beneficiaries, address them seriously, and document corrective action(s) so all participants are assured that programs are safe, inclusive, and non-stigmatizing by design and in operation.

Non-Federal Reviewers

Since ACF will be using non-federal reviewers in the review process, applicants have the option of omitting from the application copies (not the original) specific salary rates or amounts for individuals specified in the application budget as well as Social Security Numbers, if otherwise required for individuals. The copies may include summary salary information. If applicants are submitting their application electronically, ACF will omit the same specific salary rate information from copies made for use during the review and selection process.

The Project Description

The Project Description Overview

Purpose

The project description provides the majority of information by which an application is evaluated and ranked in competition with other applications for available assistance. It should address the activity for which federal funds are being requested, and should be consistent with the goals and objectives of the program as described in *Section I. Program Description*. Supporting documents should be included where they can present information clearly and succinctly. When appropriate, applicants should cite the evaluation criteria that are relevant to specific components of their project description. Awarding offices use this and other information in making their funding recommendations. It is important, therefore, that this information be included in the application in a manner that is clear and complete.

General Expectations and Instructions

Applicants should develop project descriptions that focus on outcomes and convey strategies for achieving intended performance. Project descriptions are evaluated on the basis of substance and measurable outcomes, not length. Extensive exhibits are not required.

Cross-referencing should be used rather than repetition. Supporting information concerning activities that will not be directly funded by the grant or information that does not directly pertain to an integral part of the grant-funded activity should be placed in an appendix.

General Instructions for Preparing a Full Project Description

Introduction

Applicants must prepare the project description statement in accordance with the following instructions while being aware of the specified evaluation criteria in *Section V.I. Criteria*. The text options give a broad overview of what the project description should include while the evaluation criteria identify the measures that will be used to evaluate applications.

Table of Contents

List the contents of the application including corresponding page numbers. The table of contents must be single spaced and will be counted against the total page limitations.

Project Summary/Abstract

Provide a summary of the application's project description. The summary must be clear, accurate, concise, and without reference to other parts of the application. The abstract must include a brief description of the proposed grant project including the needs to be addressed, the proposed services, and the population group(s) to be served.

Please place the following at the top of the abstract:

- Project Title
- Applicant Name
- Address
- Contact Phone Numbers (Voice, Fax)
- E-Mail Address
- Web Site Address, if applicable

The project abstract must be single-spaced, in Times New Roman 12-point font, and limited to one page in length. Additional pages will be removed and will not be reviewed.

Approach

Outline a plan of action that describes the scope and detail of how the proposed project will be accomplished. Applicants must account for all functions or activities identified in the application. Describe any design or technological innovations, reductions in cost or time, or extraordinary social and/or community involvement in the project. Provide a list of organizations, cooperating entities, consultants, or other key individuals that will work on the project, along with a short description of the nature of their effort or contribution.

Cite potential obstacles and challenges to accomplishing project goals and explain strategies that will be used to address these challenges.

Program Design and Management

- Applicant must include a description of their Budgeted Regional Capacity Model and identify any subcontractors that they intend to use to provide the requested services as outlined in *Section I, Home Study and Post Release Services Program, Budgeted Regional Capacity Model, HS/PRS Monitoring and Quality Assurance of Subcontracted Agencies*.
- Applicants must describe their ability to provide direct case management in accordance with the requirements outlined in *Section I, Post Release Services Overview, Post Release Services*.
- Applicants must provide staffing plans that demonstrate a sound relationship between the proposed responsibilities of program staff and the educational and professional experience required for the position according to requirements outlined in *Section I, Program Staffing Requirements*.
- Applicants must provide a detailed overview of the applicant's organization, including qualifications, agency history, mission and goals, and lists of all federal, state, or local funded grants and/or contracts received.
- Applicants must provide a detailed plan and proposed timeline for monitoring subcontracted agencies (if applicable) as outlined in *Section I, Home Study and Post Release Services Program, Budgeted Regional Capacity Model, HS/PRS Monitoring and Quality Assurance of Subcontracted Agencies*.
- Applicants must describe the training curriculum used for all employed staff in accordance with the requirements outlined in *Section I, Home Study and Post Release Services Program, HS/PRS Staff Training*.

Service Provision

- Applicants must provide detailed information on how project activities are coordinated and how services will be provided in a manner that is culturally and linguistically sensitive to the population to be served as required in *Section I, Home Study and Post Release Services Program, HS/PRS Provider Expertise*.
- Applicants must describe how they will conduct Home Studies for the UC population including how they will ensure they will meet the 10 business day completion deadline as required under *Section I, Home Study Overview*.

- Applicants must describe their program model to provide two levels of case management service options for Post Release Services to UC as required under *Section I, Post Release Services Overview, Post Release Services*.
- Applicants must provide a detailed overview of their experience of working with immigrant populations, child welfare services, child protective services, services to children with special needs and/or victims of trafficking, youth outreach, and/or other services as required under *Section I, Home Study and Post Release Services Program, HS/PRS Provider Expertise*.
- Applicants must show evidence of established working relationships with community-based organizations responsible for social services in their proposed area of operations as required under *Section I, Home Study and Post Release Services Program, HS/PRS Provider Expertise*.

Faith Based Organizations

If an applicant has a religious objection to providing any of the services required in the program, it must explicitly describe the approach to meeting its grant obligations consistent with ACF's faith-based policy. The alternative approach must be one that accomplishes the goal of ensuring that UC understand the full range of services available to them within their communities, including family planning services, and that there is a mechanism by which UC requesting such services can receive appropriate referrals. The alternative approach must ensure that all services for which the UC is eligible are timely, not be burdensome to the UC, and be operationally feasible for ORR.

Project Timeline and Milestones

Provide quantitative monthly or quarterly projections of the accomplishments to be achieved for each function, or activity, in such terms as the number of people to be served and the number of activities accomplished. Data may be organized and presented as project tasks and subtasks with their corresponding timelines during the project period. For example, each project task could be assigned to a row in the first column of a grid. Then, a unit of time could be assigned to each subsequent column, beginning with the first unit (i.e., week, month, quarter) of the project and ending with the last. Shading, arrows, or other markings could be used across the applicable grid boxes or cells, representing units of time, to indicate the approximate duration and/or frequency of each task and its start and end dates within the project period.

When accomplishments cannot be quantified by activity or function, list them in chronological order to show the schedule of accomplishments and their target dates.

Program Performance Evaluation Plan

Applicants must describe the plan for the program performance evaluation that will contribute to continuous quality improvement. The program performance evaluation should monitor ongoing processes and the progress towards the goals and objectives of the project. Include descriptions of the inputs (e.g., organizational profile, collaborative partners, key staff, budget, and other resources), key processes, and expected outcomes of the funded activities. The plan may be supported by a logic model and must explain how the inputs,

processes and outcomes will be measured, and how the resulting information will be used to inform improvement of funded activities.

Applicants must describe the systems and processes that will support the organization's performance management requirements through effective tracking of performance outcomes, including a description of how the organization will collect and manage data (e.g. assigned skilled staff, data management software) in a way that allows for accurate and timely reporting of performance outcomes. Applicants must describe any potential obstacles for implementing the program performance evaluation and how those obstacles will be addressed.

Applicants must demonstrate their measures that effectively track program performances in child safety, service objectives, assistance provided, and outputs as referenced in *Section I, Post Award Requirements*. Applicants must demonstrate the ability to develop efficient resource strategies and maintain internal structure, control and accountability through programmatic means. Applicants must also demonstrate the ability to make regular reports as required by ORR that permit ORR to monitor and enforce the Flores Settlement Agreement, the TVPRA of 2008, Violence Against Women Reauthorization Act of 2013, federal requirements, ORR policies and procedures, and other requirements and standards. ORR will not request any UC data and/or reports from grantees unless it has received OMB approval under PRA.

Geographic Location

Describe the precise location of the project and boundaries of the area to be served by the proposed project.

Legal Status of Applicant Entity

Applicants must provide the following documentation:

Non-profit organizations applying for funding are required to submit proof of their non-profit status. Proof of non-profit status is any one of the following:

- A reference to the applicant organization's listing in the IRS's most recent list of tax-exempt organizations described in the IRS Code.
- A copy of a currently valid IRS tax-exemption certificate.
- A statement from a state taxing body, state attorney general, or other appropriate state official certifying that the applicant organization has non-profit status and that none of the net earnings accrue to any private shareholders or individuals.
- A certified copy of the organization's certificate of incorporation or similar document that clearly establishes non-profit status.
- Any of the items in the subparagraphs immediately above for a state or national parent organization and a statement signed by the parent organization that the applicant organization is a local non-profit affiliate.

Unless directed otherwise, applicants must include proof of non-profit status in the

Appendices file of the electronic application submission.

Logic Model

Applicants must submit a logic model for designing and managing their project. A logic model is a tool that presents the conceptual framework for a proposed project and explains the linkages among program elements. While there are many versions of the logic model, they generally summarize the logical connections among the needs that are the focus of the project, project goals and objectives, the target population, project inputs (resources), the proposed activities/processes/outputs directed toward the target population, the expected short- and long-term outcomes the initiative is designed to achieve, and the evaluation plan for measuring the extent to which proposed processes and outcomes actually occur.

Organizational Capacity

Provide the following information on the applicant organization and, if applicable, on any cooperating partners:

- Organizational charts;
- Resumes (no more than two single-spaced pages in length);
- Biographical Sketches (short narrative description);
- Financial statements adhering to Generally Accepted Accounting Principles (GAAP), if available, submit statements for up to the two most recently completed fiscal years (this requirement does not apply to start-up organizations);
- Copy or description of the applicant organization's fiscal control and accountability procedures;
- Evidence that the applicant organization, and any partnering organizations, have relevant experience and expertise with administration, development, implementation, management, and evaluation of programs similar to that offered under this announcement;
- Evidence that each participating organization, including partners and/or subcontractors, possess the organizational capability to fulfill their role(s) and function(s) effectively;
- Information on compliance with federal/state/local government standards;

Protection of Sensitive and/or Confidential Information

If any confidential or sensitive information will be collected during the course of the project, whether from staff (e.g., background investigations) or project participants and/or project beneficiaries, provide a description of the methods that will be used to ensure that confidential and/or sensitive information is properly handled and safeguarded. Also provide a plan for the disposition of such information at the end of the project period.

Third-Party Agreements

Third-party agreements include Memoranda of Understanding (MOU) and Letters of Commitment. General letters of support are **not** considered to be third-party agreements. Third-party agreements must clearly describe the project activities and support to which the third party is committing. Third-party agreements must be signed by the person in the third-party organization with the authority to make such commitments on behalf of their organization.

Provide written and signed agreements between grantees and subgrantees, or subcontractors, or other cooperating entities. These agreements must detail the scope of work to be performed, work schedules, remuneration, and other terms and conditions that structure or define the relationship.

Letters Of Support

Provide statements from community, public, and commercial leaders that support the project proposed for funding. All submissions must be included in the application package.

Plan for Oversight of Federal Award Funds

Provide a plan describing how oversight of federal funds will be ensured and how grant activities and partner(s) will adhere to applicable federal and programmatic regulations. Applicants must identify staff that will be responsible for maintaining oversight of program activities, staff, and partner(s). Applicants must describe procedures and policies used to oversee staff and/or partners/contractors.

Describe organizational records systems that relate financial data to performance data by identifying the source and application of federal funds so that they demonstrate effective control over and accountability for funds, compare outlays with budget amounts, and provide accounting records supported by source documentation.

The Project Budget and Budget Justification

All applicants are required to submit a project budget and budget justification with their application. The project budget is entered on the Budget Information Standard Form, either SF-424A or SF-424C, according to the directions provided with the SFs. The budget justification consists of a budget narrative and a line-item budget detail that includes detailed calculations for "object class categories" identified on the Budget Information Standard Form. Applicants must indicate the method they are selecting for their indirect cost rate. See Indirect Charges for further information.

Project budget calculations must include estimation methods, quantities, unit costs, and other similar quantitative detail sufficient for the calculation to be duplicated. If matching or cost sharing is a requirement, applicants must include a detailed listing of any funding sources identified in Block 18 of the SF-424 (Application for Federal Assistance). See the table in *Section IV.2. Required Forms, Assurances, and Certifications* listing the appropriate budget forms to use in this application.

Special Note: *The Consolidated Appropriations Act, 2016, (Division E, Title VII, General Provisions – Government-Wide), limits the salary amount that may be awarded and charged to ACF grants and cooperative agreements. Award funds issued under this announcement may not be used to pay the salary, or any percentage of salary, to an individual at a rate in excess of Executive Level II. The Executive Level II salary of the "Rates of Pay for the Executive Schedule" is \$185,100. This amount reflects an individual's base salary exclusive of fringe benefits and any income that an individual may be permitted to earn outside of the duties of the applicant organization. This salary limitation also applies to subawards and subcontracts under an ACF grant or cooperative agreement.*

Provide a budget using the 424A and/or 424C, as applicable, for each year of the proposed project. Provide a budget justification, which includes a budget narrative and a line-item detail, for the first year of the proposed project. The budget narrative should describe how the categorical costs are derived. Discuss the necessity, reasonableness, and allocation of the proposed costs.

- For profit organizations must clearly describe that they are only charging the program actual cost incurred.
- Applicants must include a proposed annual budget based on staff-to-case ratio, outlining the total number of UC that will be served through Home Studies and Post Release Services. A breakdown of how much of the total annual budget will be spent on Home Study and how much will be spent on Post Release Services will also be required.
- Applicants must include a line item budgeting for travel outside of their Budgeted Regional Capacity locations in the rare event that ORR/DCS has a UC needing services in a remote location.

General

Use the following guidelines for preparing the budget and budget justification. Both federal and non-federal resources (when required) shall be detailed and justified in the budget and budget narrative justification. "Federal resources" refers only to the ACF grant funds for which you are applying. "Non-federal resources" are all other non-ACF federal and non-federal resources. It is suggested that budget amounts and computations be presented in a columnar format: first column, object class categories; second column, federal budget; next column(s), non-federal budget(s); and last column, total budget. The budget justification should be in a narrative form.

Personnel

Description: Costs of employee salaries and wages.

Justification: Identify the project director or principal investigator, if known at the time of application. For each staff person provide: the title; time commitment to the project in months; time commitment to the project as a percentage or full-time equivalent; annual salary; grant salary; wage rates; etc. Do not include the costs of consultants, personnel costs

of delegate agencies, or of specific project(s) and/or businesses to be financed by the applicant. Contractors and consultants should not be placed under this category.

Fringe Benefits

Description: Costs of employee fringe benefits unless treated as part of an approved indirect cost rate.

Justification: Provide a breakdown of the amounts and percentages that comprise fringe benefit costs such as health insurance, Federal Insurance Contributions Act (FICA) taxes, retirement insurance, and taxes.

Travel

Description: Costs of out-of-state or overnight project-related travel by employees of the applicant organization. Do not include in-state travel or consultant travel.

Justification: For each trip show the total number of traveler(s); travel destination; duration of trip; per diem; mileage allowances, if privately owned vehicles will be used to travel out of town; and other transportation costs and subsistence allowances. If appropriate for this project, travel costs for key project staff to attend ACF-sponsored workshops/conferences/grantee orientations should be detailed in the budget.

Equipment

Description: "Equipment" means an article of nonexpendable, tangible personal property having a useful life of more than one year per unit and an acquisition cost that equals or exceeds the lesser of: (a) the capitalization level established by the organization for the financial statement purposes, or (b) \$5,000. (Note: Acquisition cost means the net invoice unit price of an item of equipment, including the cost of any modifications, attachments, accessories, or auxiliary apparatus necessary to make it usable for the purpose for which it is acquired. Ancillary charges, such as taxes, duty, protective in-transit insurance, freight, and installation, shall be included in or excluded from acquisition cost in accordance with the applicant organization's regular written accounting practices.)

Justification: For each type of equipment requested applicants must provide a description of the equipment; the cost per unit; the number of units; the total cost; and a plan for use of the equipment in the project; as well as a plan for the use, and/or disposal of, the equipment after the project ends. An applicant organization that uses its own definition for equipment should provide a copy of its policy, or section of its policy, that includes the equipment definition.

Supplies

Description: Costs of all tangible personal property other than that included under the Equipment category. This includes office and other consumable supplies with a per-unit cost of less than \$5,000.

Justification: Specify general categories of supplies and their costs. Show computations and provide other information that supports the amount requested.

Contractual

Description: Costs of all contracts for services and goods except for those that belong under other categories such as equipment, supplies, construction, etc. Include third-party evaluation contracts, if applicable, and contracts with secondary recipient organizations (with budget detail), including delegate agencies and specific project(s) and/or businesses to be financed by the applicant. This area is not for individual consultants.

Justification: Demonstrate that all procurement transactions will be conducted in a manner to provide, to the maximum extent practical, open, and free competition. Recipients and subrecipients are required to use 45 CFR 75.328 procedures and must justify any anticipated procurement action that is expected to be awarded without competition and exceeds the simplified acquisition threshold fixed by 41 U.S.C. § 134, as amended by 2 CFR Part 200.88, and currently set at \$150,000. Recipients may be required to make pre-award review and procurement documents, such as requests for proposals or invitations for bids, independent cost estimates, etc., available to ACF.

Note: Whenever the applicant intends to delegate part of the project to another agency, the applicant must provide a detailed budget and budget narrative for each contractor/sub-contractor, by agency title, along with the same supporting information referred to in these instructions. If the applicant plans to select the contractors/sub-contractors post-award and a detailed budget is not available at the time of application, the applicant must provide information on the nature of the work to be delegated, the estimated costs, and the process for selecting the delegate agency.

Construction

Description: Costs of construction by applicant or contractor.

Justification: Provide a detailed budget and narrative in accordance with the instructions for other object class categories. Identify which construction activities/costs will be contractual and those that the applicant will assume.

Other

Description: Enter the total of all other costs. Such costs, where applicable and appropriate, may include but are not limited to: consultant costs, local travel; insurance; food (when allowable); medical and dental costs (noncontractual); professional services costs (including audit charges); space and equipment rentals; printing and publication; computer use; training costs, such as tuition and stipends; staff development costs; and administrative costs.

Justification: Provide computations, a narrative description, and a justification for each cost under this category.

Indirect Charges

Description: Total amount of indirect costs. This category has one of two methods that an applicant can select. An applicant may only select one.

- 1) The applicant currently has an indirect cost rate approved by the Department of Health and Human Services (HHS) or another cognizant federal agency.

Note: An applicant must enclose a copy of the current approved rate agreement. If the applicant is requesting a rate that is less than what is allowed under the program, the authorized representative of the applicant organization must submit a signed acknowledgement that the applicant is accepting a lower rate than allowed.

- 2) Per 45 CFR § 75.414(f) Indirect (F&A) costs, “any non-Federal entity [i.e., applicant] that has never received a negotiated indirect costs rate, ... may elect to charge a de minimis rate of 10% of modified total direct costs (MTDC) which may be used indefinitely. As described in § 75.403, costs must be consistently charged as either indirect or direct costs, but may not be double charged or inconsistently charged as both. If chosen, this methodology once elected must be used consistently for all Federal awards until such time as a non-Federal entity chooses to negotiate for a rate, which the non-Federal entity may apply to do at any time.”

Justification: This method only applies to applicants that have never received an approved negotiated indirect cost rate from HHS or another cognizant federal agency. Applicants awaiting approval of their indirect cost proposal may request the 10 percent de minimis. When the applicant chooses this method, costs included in the indirect cost pool must not be charged as direct costs to the grant.

Program Income

Description: The estimated amount of income, if any, expected to be generated from this project. Program income includes, but is not limited to, income from fees for services performed, the use or rental of real or personal property acquired under federally-funded projects, the sale of commodities or items fabricated under an award, license fees and royalties on patents and copyrights, and interest on loans made with award funds.

Justification: Describe the nature, source, and anticipated use of program income in the budget or refer to the pages in the application that contain this information.

Commitment of Non-Federal Resources

Description: Amounts of non-federal resources that will be used to support the project as identified in Block 18 of the SF-424.

For all federal awards, any shared costs or matching funds and all contributions, including cash and third-party in-kind contributions, must be accepted as part of the recipient's cost sharing or matching when such contributions meet all of the criteria listed in 45 CFR § 75.306.

For awards that require matching by statute, recipients will be held accountable for projected commitments of non-federal resources in their application budgets and budget justifications by budget period, or by project period for fully funded awards, even if the

projected commitment exceeds the amount required by the statutory match. A recipient's failure to provide the statutorily required matching amount may result in the disallowance of federal funds. Recipients will be required to report these funds in the Federal Financial Reports.

For awards that do not require matching or cost sharing by statute, where "cost sharing" refers to any situation in which the recipient voluntarily shares in the costs of a project other than as statutorily required matching. These include situations in which contributions are voluntarily proposed by an applicant and are accepted by ACF. Non-federal cost sharing will be included in the approved project budget so that the applicant will be held accountable for proposed non-federal cost-sharing funds as shown in the Notice of Award (NOA). **A recipient's failure to provide voluntary cost sharing of non-federal resources that have been accepted by ACF as part of the approved project costs and that have been shown as part of the approved project budget in the NOA, may result in the disallowance of federal funds. Recipients will be required to report these funds in the Federal Financial Reports.**

Justification: If an applicant is relying on match from a third party, then a firm commitment of these resources (letter(s) or other documentation) is required to be submitted with the application. Detailed budget information must be provided for every funding source identified in Item18. "Estimated Funding (\$)" on the SF-424.

Applicants are required to fully identify and document in their applications the specific costs or contributions they propose in order to meet a matching requirement. Applicants are also required to provide documentation in their applications on the sources of funding or contribution(s). In-kind contributions must be accompanied by a justification of how the stated valuation was determined. Matching or cost sharing must be documented by budget period (or by project period for fully funded awards). **A recipient's failure to provide a statutorily required matching amount may result in the disallowance of federal funds.**

Applications that lack the required supporting documentation will not be disqualified from competitive review; however, it may impact an application's scoring under the evaluation criteria in *Section V.I.* of this announcement.

Paperwork Reduction Disclaimer

As required by the Paperwork Reduction Act of 1995, 44 U.S.C. §§ 3501-3521, the public reporting burden for the Project Description and Budget/Budget Justification is estimated to average 60 hours per response, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection information. The Project Description and Budget/Budget Justification information collection is approved under OMB control number 0970-0139, expiration date is 01/31/2019. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

Application Submission Options

Electronic Submission via [www.Grants.gov](http://www.grants.gov)

Additional guidance on the submission of electronic applications can be found at <http://www.grants.gov/web/grants/applicants/apply-for-grants.html>.

After a grant application package is submitted to www.Grants.gov, a confirmation screen will appear on the applicant's computer screen. This screen confirms that an application has been submitted an application to Grants.gov. This page also contains a tracking number to identify the status of the application submission in the Track My Application feature.

When the application has completed the Grants.gov submission process, Grants.gov will send email messages to advise the applicant of the progress of the application through its system. **Over the next two business days, an applicant should receive two emails from Grants.gov:**

- **Submission Receipt Email:** Confirms successful receipt of the application by the Grants.gov system and indicates the application's status as "Received."
- **Submission Validation –OR– Rejection with Errors Email:** Indicates that the application was either successfully validated or rejected by Grants.gov. Either the application has been successfully validated by the system prior to transmission to the grantor agency or the application has been rejected due to errors.

Application Validation at www.Grants.gov

After an application has been successfully submitted to www.Grants.gov, it still must pass a series of validation checks. After an application is submitted, Grants.gov generates a submission receipt via email and also sets the application status to "Received." This receipt verifies that the application has been successfully delivered to the Grants.gov system.

Next, Grants.gov verifies the submission is valid by ensuring it does not contain viruses, the opportunity is still open, and the applicant login and applicant DUNS number match. If the submission is valid, Grants.gov generates a submission validation receipt via email and sets the application status to "Validated."

If the application is not validated, the application status is set to "Rejected." The system sends a rejection email notification to the applicant and the applicant must re-submit the application package. See "What to Expect After Submitting" at www.Grants.gov for more information.

Each time an application is re-submitted to www.Grants.gov, the applicant will receive a new **Submission Receipt Email**. Only applications with on-time date and time stamps in Submission Receipt Email, and that pass validation, will be transmitted to ACF. Applications that are submitted on time that fail the validation check are not be transmitted to ACF and will not be acknowledged.

NOTE: The Grants.gov validation check can affect whether the application is accepted

for review. If an application fails the Grants.gov validation check and is not resubmitted by 11:59 p.m., ET, on the due date, it will not be transmitted to ACF and will be excluded from the review.

Similarly, if an applicant resubmits their application to Grants.gov by 11:59 p.m., ET, on the due date, and the resubmitted application does not pass the validation check, it will not be transmitted to ACF and will be excluded from the review.

Grants.gov Support Center

- If applicants encounter any technical difficulties in using www.Grants.gov, contact the Grants.gov Support Center at: 1-800-518-4726, or by email at support@grants.gov, to report the problem and obtain assistance. Hours of Operation: 24 hours a day, 7 days a week. The Grants.gov Support Center is closed on federal holidays.
- Applicants should always retain Grants.gov Support Center service ticket number(s) as they may be needed for future reference.
- **Contact with the Grants.gov Support Center prior to the listed application due date and time does not ensure acceptance of an application. If difficulties are encountered, the Grants Management Officer listed in Section VII. HHS Awarding Agency Contact(s) will determine whether the submission issues are due to Grants.gov system errors or user error.**

Issues with Federal Systems

For any systems issues experienced with Grants.gov or SAM.gov, please refer to ACF's "Policy for Applicants Experiencing Federal Systems Issues" document for complete guidance

at https://www.acf.hhs.gov/sites/default/files/assets/systems_issue_policy_final.pdf.

Request an Exemption from Required Electronic Application Submission

ACF recognizes that some applicants may have limited or no Internet access, and/or limited computer capacity, which may prohibit them from uploading large files at www.Grants.gov. To accommodate such applicants, ACF offers an exemption from required electronic submission. The exemption will allow applicants to submit hard copy, paper applications by hand-delivery, applicant courier, overnight/express mail couriers, or by other representatives of the applicant.

To receive an exemption from required electronic application submission, applicants must submit a written request to ACF that must state that the applicant qualifies for the exemption for one of the two following reasons:

- Lack of Internet access or Internet connection, or
- Limited computer capacity that prevents the uploading of large documents (files) at www.Grants.gov.

Applicants may request and receive the exemption from required electronic application submission by either:

- Submitting an email request to electronicappexemption@acf.hhs.gov, or
- Sending a written request to the Office of Grants Management Contact listed in *Section VII. HHS Awarding Agency Contact(s)* in this announcement.

Requests for exemption from required electronic application submission will be acknowledged with an approval or disapproval.

Requests that do not state one of the two listed reasons will not be approved.

An exemption is applicable to all applications submitted by the applicant organization during the Federal Fiscal Year (FFY) in which it is received. Applicants need only request an exemption once in a FFY. Applicants must request a new exemption from required electronic submission for any succeeding FFY.

Please Note: electronicappexemption@acf.hhs.gov may only be used to request an exemption from required electronic submission. All other inquiries must be directed to the appropriate agency contact listed in *Section VII.* of this announcement. Queries or requests submitted to this email address for any reason other than a request for an exemption from electronic application submission will not be acknowledged or answered.

All exemption requests must include the following information:

- Funding Opportunity Announcement Title,
- Funding Opportunity Number (FON),
- The listed Catalog of Federal Domestic Assistance (CFDA) number,
- Name of Applicant Organization and DUNS Number,
- AOR name and contact information,
- Name and contact information of person to be contacted on matters involving the application (i.e., the Point of Contact), and
- The reason for which the applicant is requesting an exemption from electronic application submission. The request for exemption must state one of the following two reasons: 1) lack of Internet access or Internet connection; or 2) lack of computer capacity that prevents uploading large documents (files) to the Internet.

Exemption requests must be received by ACF no later than two weeks before the application due date, that is, 14 calendar days prior to the application due date listed in the *Overview* and in *Section IV.4. Submission Dates and Times*. If the fourteenth calendar day falls on a weekend or federal holiday, the due date for receipt of an exemption request will move to the next federal business day that follows the weekend or federal holiday.

Applicants may refer to *Section VIII. Other Information* for a checklist of application requirements that may be used in developing and organizing application materials. Details concerning acknowledgment of received applications are available in *Section*

IV.4. Submission Dates and Times of this announcement.

Paper Format Application Submission

An exemption is required for the submission of paper applications. See the preceding section on "*Request an Exemption from Required Electronic Application Submission.*"

Applicants with exemptions that submit their applications in paper format, by mail or delivery, must submit one original and two copies of the complete application with all attachments. The original and each of the two copies must include all required forms, certifications, assurances, and appendices, be signed by the AOR, and be unbound. The original copy of the application must have original signature(s). See *Section IV.7.* of this announcement for address information for paper format application submissions. Applications submitted in paper format must be received by 4:30 p.m., ET, on the due date.

Applicants may refer to *Section VIII. Other Information* for a checklist of application requirements that may be used in developing and organizing application materials. Details concerning acknowledgment of received applications are available in *Section IV.4. Submission Dates and Times* in this announcement.

IV.3. Unique Entity Identifier and System for Award Management (SAM)

All applicants must have a DUNS Number (<http://fedgov.dnb.com/webform>) and an active registration with the System for Award Management (SAM.gov/SAM, <https://www.sam.gov>).

Obtaining a DUNS Number may take 1 to 2 days.

All applicants are required to maintain an active SAM registration until the application process is complete. If a grant is awarded, registration at SAM must be active throughout the life of the award.

Plan ahead. Allow at least 10 business days after you submit your registration for it to become active in SAM and at least an additional 24 hours before that registration information is available in other government systems, i.e. Grants.gov.

This action should allow you time to resolve any issues that may arise. Failure to comply with these requirements may result in your inability to submit your application through Grants.gov or prevent the award of a grant. Applicants should maintain documentation (with dates) of your efforts to register for, or renew a registration, at SAM. User Guides are available under the "Help" tab at <https://www.sam.gov>.

HHS requires all entities that plan to apply for, and ultimately receive, federal grant funds from any HHS Agency, or receive subawards directly from recipients of those

grant funds to:

- Be registered in the SAM prior to submitting an application or plan;
- Maintain an active SAM registration with current information at all times during which it has an active award or an application or plan under consideration by an OPDIV; and
- Provide its active DUNS number in each application or plan it submits to the OPDIV.

ACF is prohibited from making an award until an applicant has complied with these requirements. At the time an award is ready to be made, if the intended recipient has not complied with these requirements, ACF:

- May determine that the applicant is not qualified to receive an award; and
- May use that determination as a basis for making an award to another applicant.

IV.4. Submission Dates and Times

Due Dates for Applications

Due Date for Applications: **07/25/2016**

Explanation of Due Dates

The due date for receipt of applications is listed in the *Overview* section and in this section. See *Section III.3. Other, Application Disqualification Factors*.

Electronic Applications

The deadline for submission of electronic applications via www.Grants.gov is 11:59 p.m., ET, on the due date. Electronic applications submitted at 12:00 a.m., ET, on the day after the due date will be considered late and will be disqualified from competitive review and from funding under this announcement.

Applicants are required to submit their applications electronically via www.Grants.gov unless they received an exemption through the process described in *Section IV.2. Request an Exemption from Required Electronic Application Submission*.

ACF does not accommodate transmission of applications by email or facsimile.

Instructions for electronic submission via www.Grants.gov are available at: <http://www.grants.gov/web/grants/applicants/apply-for-grants.html>.

Applications submitted to www.Grants.gov at any time during the open application period prior to the due date and time that fail the Grants.gov validation check will not be received at ACF. These applications will not be acknowledged.

Mailed Paper Format Applications

The deadline for receipt of mailed, paper applications is 4:30 p.m., ET, on the due date. Mailed paper applications received after the due date and deadline time will be

considered late and will be disqualified from competitive review and from funding under this announcement.

Paper format application submissions will be disqualified if the applicant organization has not received an exemption through the process described in *Section IV.2. Request an Exemption from Required Electronic Application Submission*.

Hand-Delivered Paper Format Applications

Applications that are hand-delivered by applicants, applicant couriers, by overnight/express mail couriers, or other representatives of the applicant must be received on, or before, the due date listed in the *Overview* and in this section. These applications must be delivered between the hours of 8:00 a.m. and 4:30 p.m., ET, Monday through Friday (excluding federal holidays). Applications should be delivered to the address provided in *Section IV.7. Other Submission Requirements*.

Hand-delivered paper applications received after the due date and deadline time will be considered late and will be disqualified from competitive review and from funding under this announcement.

Hand-delivered paper format application submissions will be disqualified if the applicant organization has not received an exemption through the process described in *Section IV.2. Request an Exemption from Required Electronic Application Submission*.

No appeals will be considered for applications classified as late under the following circumstances:

- Applications submitted electronically via www.Grants.gov are considered late when they are dated and time-stamped after the deadline of 11:59 p.m., ET, on the due date.
- Paper format applications received by mail or hand-delivery after 4:30 p.m., ET, on the due date will be classified as late and will be disqualified.
- Paper format applications received from applicant organizations that were not approved for an exemption from required electronic application submission under the process described in *Section IV.2. Request an Exemption from Required Electronic Submission* will be disqualified.

Emergency Extensions

ACF may extend an application due date when circumstances make it impossible for an applicant to submit their applications on time. Only events such as documented natural disasters (floods, hurricanes, tornados, etc.), or a verifiable widespread disruption of electrical service, or mail service, will be considered. The determination to extend or waive the due date, and/or receipt time, requirements in an emergency situation rests with the Grants Management Officer listed as the Office of Grants Management Contact in *Section VII. HHS Awarding Agency Contact(s)*.

Acknowledgement from www.Grants.gov

Applicants will receive an initial email upon submission of their application to www.Grants.gov. This email will provide a **Grants.gov Tracking Number**. Applicants should refer to this tracking number in all communication with Grants.gov. The email will also provide a **date and time stamp**, which serves as the official record of application's submission. Receipt of this email does not indicate that the application is accepted or that it has passed the validation check.

Applicants will also receive an email acknowledging that the received application is in the **Grants.gov validation process**, after which a third email is sent with the information that the submitted application package has passed, or failed, the series of checks and validations. Applications that are submitted on time that fail the validation check will not be transmitted to ACF and will not be acknowledged by ACF.

See "What to Expect After Submitting" at www.Grants.gov for more information.

Acknowledgement from ACF of an electronic application's submission:

Applicants will be sent additional email(s) from ACF acknowledging that the application has been retrieved from www.Grants.gov by ACF. Receipt of these emails is not an indication that the application is accepted for competition.

Acknowledgement from ACF of receipt of a paper format application:

ACF will not provide acknowledgement of receipt of hard copy application packages submitted via mail or courier services.

IV.5. Intergovernmental Review

This program is not subject to Executive Order (E.O.) 12372, "Intergovernmental Review of Federal Programs," or 45 CFR Part 100, "Intergovernmental Review of Department of Health and Human Services Programs and Activities." No action is required of applicants under this announcement with regard to E.O. 12372.

IV.6. Funding Restrictions

Costs of organized fund raising, including financial campaigns, endowment drives, solicitation of gifts and bequests, and similar expenses incurred to raise capital or obtain contributions are unallowable. Fund raising costs for the purposes of meeting the Federal program objectives are allowable with prior written approval from the Federal awarding agency. (45 CFR §75.442)

Proposal costs are the costs of preparing bids, proposals, or applications on potential Federal and non-Federal awards or projects, including the development of data necessary to support the non-Federal entity's bids or proposals. Proposal costs of the current accounting period of both successful and unsuccessful bids and proposals normally should be treated as indirect (F&A) costs and allocated currently to all

activities of the non-Federal entity. No proposal costs of past accounting periods will be allocable to the current period. (45 CFR §75.460)

Grant awards will not allow reimbursement of pre-award costs.

Construction is not an allowable activity or expenditure under this grant award.

Purchase of real property is not an allowable activity or expenditure under this grant award.

Each year, the HHS appropriations includes a prohibition, stating that none of the funds appropriated may be expended for an abortion, except in cases where pregnancy is a result of rape or incest or where the woman suffers from a physical disorder, physical injury, or physical illness, including a life-endangering physical condition caused by or arising from the pregnancy itself, that would, as certified by a physician, place the woman in danger of death unless an abortion is performed. See Consolidated Appropriations Act, 2016, Pub. L. No. 114-113 §§ 506, 507.

IV.7. Other Submission Requirements

Submit paper applications to one of the following addresses. Also see *Section IV.2. Request an Exemption from Required Electronic Application Submission*.

Submission By Mail

William Kim
U.S. Department of Health and Human Services
Administration for Children and Families
Office of Grants Management
330 C Street, SW.
Washington, DC 20201

Hand Delivery

William Kim
U.S. Department of Health and Human Services
Administration for Children and Families
Office of Grants Management
330 C Street, SW.
Washington, DC 20201

Electronic Submission

See *Section IV.2.* for application requirements and for guidance when submitting applications electronically via <http://www.Grants.gov>.

For all submissions, see *Section IV.4. Submission Dates and Times*.

V. Application Review Information

V.1. Criteria

Please note: Reviewers will not access, or review, any materials that are not part of the application documents. This includes information accessible on websites via hyperlinks that are referenced, or embedded, in the application. Though an application may include web links, or embedded hyperlinks, reviewers will not review this information as it is not considered to be part of the application documents. Nor will the information on websites be taken into consideration in scoring of evaluation criteria presented in this section. Reviewers will evaluate and score an application based on the documents that are presented in the application and **will not** refer to, or access, external links during the objective review.

Applications competing for financial assistance will be reviewed and evaluated using the criteria described in this section. The corresponding point values indicate the relative importance placed on each review criterion. Points will be allocated based on the extent to which the application proposal addresses each of the criteria listed. Applicants should address these criteria in their application materials, particularly in the project description and budget justification, as they are the basis upon which competing applications will be judged during the objective review. The required elements of the project description and budget justification may be found in *Section IV.2* of this announcement.

Program Location

Maximum Points:15

The application will be reviewed for information regarding the geographic location and community services to adequately support program services by assessing the following:

- Applicant provides a detailed and thorough plan to provide budgeted local services throughout the United States in high sponsor residence areas as outlined under *Section I, Home Study and Post Release Services Program, Budgeted Regional Capacity Model.* (0-5 points)
- Applicant provides documented evidence of working relationships with local community agencies where the applicant will implement services. This could include established relationships with medical and mental health agencies and religious and community organizations. (0-5 points)
- Applicant provides a thorough explanation of how they will utilize salaried staff to provide services to UC and sponsors in remote locations outside of their budgeted areas, when needed. (0-5 points).

Organizational Capacity

Maximum Points:25

The application will be reviewed for the capacity of the organization to adequately develop and manage a Home Study and Post Release Services program by assessing the following:

- Applicant provides detailed explanation of experience providing services to UC or foreign-born immigrant children and families, child protective services, services to children with special needs and/or victims of trafficking, youth outreach, and/or other social services (0-10 points)
- Applicant provides a comprehensive overview of the applicant's organization, including qualifications, history, organizational mission and goals, and lists of all

- federal, state, or local funded grants and/or contracts received. (0-4 points)
- Applicant provides a clearly written and defined organizational structure outlining lines of authority and supervision, including national and local level staffs. (0-4 points)
 - Applicant provides a well-defined staffing plan demonstrating a sound relationship between the proposed responsibilities of program staff and the educational and professional experience required for the key positions according to requirements outlined in *Section I, Home Study and Post Release Services Program, Program Staffing Requirements*. (0-4 points)
 - Applicant provides a comprehensive staff training plan which includes elements outlined in *Section I, Home Study and Post Release Services Program, HS/PRS Staff Training* (0-3 points)

Approach	Maximum Points:30
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The application proposes a sound technical approach for the Home Study and Post Release Services Program:

- Applicant clearly identifies and describes the UC population to be served by the project as described in this FOA. The applicant demonstrates a thorough understanding of the needs of the target population, identifies specific issues and challenges in engaging with the population in the targeted service areas, and responds to these appropriately, in terms of project requirements defined in this FOA. (0-5 points)
- Applicant provides a detailed and feasible plan of action to provide Home Study services. The overall plan for the approach reflects an understanding of the project's priorities described in *Section I*. If applicable, documentation must include an alternative approach to providing any required program services due to religious objection. (0-5 points)
- Applicant provides a detailed and feasible plan of action to provide Post Release Services' referrals and case management. The overall plan for the approach reflects an understanding of the project's priorities described in *Section I*. If applicable, documentation must include an alternative approach to providing any required program services due to religious objection. (0-5 points)
- Applicant provides clearly defined ability in hiring skilled staffs that are able to conduct quality Home Studies and provide Post Release Services, taking into consideration family reintegration and preservation and the unique challenges of the UC population. (0-3 points)
- Applicant clearly describes service delivery in a manner that is culturally and linguistically sensitive to the needs of UC. (0-4 points)
- Applicant's project description is clear and complete to include a specific timeline and measurable goals and objectives for each project activity and the project narrative of the application presents a clear statement of work to be undertaken and objectives for proposed work. (0-3 points)

- Applicant clearly describes Budget Regional Capacity program model and outlines how they will implement services consistent with the program model described in *Section I, Home Study and Post Release Services Program, Budgeted Regional Capacity Model*, and the services required as described in *Section I, Home Study Overview, and Post Release Services Overview*. (0-5 points)

Program Performance Evaluation Plan

Maximum Points:15

The application will be reviewed for evidence of the organization's capacity to manage proper documentation and reporting with regard to the proposed program, including internal accountability and plan for monitoring of performance through evaluation and other measures. Evidence of the following must be provided:

- Applicant provides a thorough description of an effective model for programmatic control, predictability, and accountability as evidenced by the program design. (0-2 points)
- Applicant provides evidence of internal controls and a review process with a focus on performance that ensures timely and appropriate services to UC and sponsors. (0-5 points)
- Applicant clearly describes their ability to maintain adequate electronic and/or hard copy records, including client files, financial files, and personnel files. (0-2 points)
- Applicant clearly describes ability to produce reports that track demographics and program performance, effective monitoring and enforcement of the *Flores Settlement Agreement*, federal requirements, ORR/DCS policies and procedures, and other requirements and standards. (0- 2 points)
- Applicant provides a monitoring plan to ensure quality services throughout their budgeted regions, including a plan to monitor subcontracted agencies, if applicable. (0-2 points)
- Applicant provides a logic model that demonstrates a clear conceptual framework for the program, including inputs, key processes, and expected outputs of funded activities that will serve as a useful tool for monitoring performance toward goals. (0-2 points)

Budget and Budget Justification

Maximum Points:15

The application must propose a detailed budget in which personnel, direct and operating costs are reasonable for the project activities. The explanations of the calculations must sufficiently show that these costs are necessary to successfully implement the project.

- Applicant provides a budget that is clearly outlined and aligned with the project goals as outlined in *Section I* and includes a consistent narrative justification for the amount requested. (0-3 points)
- Applicant clearly describes their plan to utilize salaried staff throughout the United States to provide services in high sponsor areas. (0-3 points)
- Applicant provides a clear description of an internal financial monitoring system that demonstrates structure and accountability. (0-3 points)
- Applicant provides a clear explanation and evidence about the applicants' (and any

- subcontractors') effective fiscal management and accountability. (0-3 points)
- Applicant provides documentation of most recent audit. Audit must note a favorable finding. (0-3 points)

V.2. Review and Selection Process

No grant award will be made under this announcement on the basis of an incomplete application. No grant award will be made to an applicant or sub-recipient that does not have a DUNS number (www.dnb.com) and an active registration at SAM (www.sam.gov). See *Section IV.3. Unique Entity Identifier and System for Award Management (SAM)*.

Initial ACF Screening

Each application will be screened to determine whether it meets any of the disqualification factors described in *Section III.3. Other, Application Disqualification Factors*.

Disqualified applications are considered to be “non-responsive” and are excluded from the competitive review process. Applicants will be notified of a disqualification determination by email or by USPS postal mail within 30 federal business days from the closing date of this FOA.

Objective Review and Results

Applications competing for financial assistance will be reviewed and evaluated by objective review panels using only the criteria described in *Section V.1. Criteria* of this announcement. Each panel is composed of experts with knowledge and experience in the area under review. Generally, review panels include three reviewers and one chairperson.

Results of the competitive objective review are taken into consideration by ACF in the selection of projects for funding; however, objective review scores and rankings are not binding. Scores and rankings are only one element used in the award decision-making process.

ACF may elect not to fund applicants with management or financial problems that would indicate an inability to successfully complete the proposed project. Applications may be funded in whole or in part. Successful applicants may be funded at an amount lower than that requested. ACF reserves the right to consider preferences to fund organizations serving emerging, unserved, or under-served populations, including those populations located in pockets of poverty. ACF will also consider the geographic distribution of federal funds in its award decisions.

ACF may refuse funding for projects with what it regards as unreasonably high start-up costs for facilities or equipment, or for projects with unreasonably high operating costs.

Federal Awarding Agency Review of Risk Posed by Applicants

As required by 2 CFR 200 of the Uniform Guidance, effective January 1, 2016, ACF is required to review and consider any information about the applicant that is in the Federal Awardee Performance and Integrity Information System (FAPIIS), <https://www.fapiis.gov/>, before making any award in excess of the simplified acquisition threshold (currently \$150,000) over the period of performance. An applicant may review and comment on any information about itself that a federal awarding agency has previously entered into FAPIIS. ACF will consider any comments by the applicant, in addition to other information in FAPIIS, in making a judgment about the applicant's integrity, business ethics, and record of performance under federal awards when completing the review of risk posed by applicants as described in 2 CFR § 200.205 Federal Awarding Agency Review of Risk Posed by Applicants http://www.ecfr.gov/cgi-bin/text-idx?node=se2.1.200_1205&rgn=div8).

Please refer to *Section IV.2.* of this announcement for information on non-federal reviewers in the review process.

Approved but Unfunded Applications

Applications recommended for approval that were not funded under the competition because of the lack of available funds may be held over by ACF and reconsidered in a subsequent review cycle if a future competition under the program area is planned. These applications will be held over for a period of up to one year and will be re-competed for funding with all other competing applications in the next available review cycle. For those applications determined as approved but unfunded, notice will be given of the determination by email.

V.3. Anticipated Announcement and Federal Award Dates

Announcement of awards and the disposition of applications will be provided to applicants at a later date. ACF staff cannot respond to requests for information regarding funding decisions prior to the official applicant notification.

VI. Federal Award Administration Information

VI.1. Federal Award Notices

Successful applicants will be notified through the issuance of a Notice of Award (NoA) that sets forth the amount of funds granted, the terms and conditions of the grant, the effective date of the grant, the budget period for which initial support will be given, the non-federal share to be provided (if applicable), and the total project period for which support is contemplated. The NoA will be signed by the Grants Officer and transmitted via postal mail, email, or by GrantSolutions.gov or the Head Start Enterprise System (HSES), whichever is relevant. Following the finalization of funding decisions, organizations whose applications will not be funded will be notified by letter signed by the cognizant Program Office head. Any other correspondence that announces to a Principal Investigator, or a Project Director, that an application was selected is not an authorization to begin performance.

Project costs that are incurred prior to the receipt of the NoA are at the recipient's risk and may be reimbursed only to the extent that they are considered allowable as approved pre-award costs. Information on allowable pre-award costs and the time period under which they may be incurred is available in *Section IV.6. Funding Restrictions*.

VI.2. Administrative and National Policy Requirements

Unless otherwise noted in this section, administrative and national policy requirements that are applicable to discretionary grants are available at:

<http://www.acf.hhs.gov/administrative-and-national-policy-requirements>.

VI.3. Reporting

Recipients under this FOA will be required to submit performance progress and financial reports periodically throughout the project period. Information on reporting requirements is available on the ACF website at

<http://www.acf.hhs.gov/discretionary-post-award-requirements#chapter-2>.

For planning purposes, the frequency of required reporting for awards made under this announcement are as follows:

Performance Progress Reports:	Quarterly
Financial Reports:	Quarterly
UC Follow-Up Reports (Post Release Services):	Monthly
UC Case Closure Reports (Post Release Services):	End of Service Period
Notifications of Concern (Post Release Services):	As Applicable
ORR/DCS Home Study Reports:	10 business days from referral acceptance
HS/PRS Monitoring Reports of Subcontracted Agencies (if applicable): post visit	30 days

NOTE: Consistent with the PRA of 1995, 44 U.S.C. §§ 3501-3521, under this FOA, ORR will not conduct or sponsor – and a person is not required to respond to - a collection of information covered by such Act, unless it displays a currently valid OMB control number. ORR will be seeking approval of its HS/PRS reports through the OMB Office of Information and Regulatory Affairs (OIRA). ORR will not request this information if these data indicators are not approved at the time that reports are due.

VII. HHS Awarding Agency Contact(s)

Program Office Contact

Harmony Johnson
U.S. Department of Health and Human Services
Administration for Children and Families
Office of Refugee Resettlement
330 C Street, SW.
Washington, DC 20201
Email: DCS_ProjectOfficers@acf.hhs.gov

Office of Grants Management Contact

William Kim
U.S. Department of Health and Human Services
Administration for Children and Families
Office of Grants Management
330 C Street, SW.
Washington, DC 20201
Phone: (202) 205-4717
Fax: (202) 205-3449
Email: william.kim@acf.hhs.gov

Federal Relay Service:

Hearing-impaired and speech-impaired callers may contact the Federal Relay Service (FedRelay) at www.gsa.gov/fedrelay.

VIII. Other Information

Reference Websites

U.S. Department of Health and Human Services (HHS) <http://www.hhs.gov/>.

HHS Grants Forecast <http://www.acf.hhs.gov/hsgsgrantsforecast/index.cfm>.

Administration for Children and Families (ACF) <http://www.acf.hhs.gov/>.

ACF Grants Homepage <https://www.acf.hhs.gov/grants>.

ACF Funding Opportunities <http://www.acf.hhs.gov/grants/open/foa/>.

ACF "How to Apply for a Grant" <https://www.acf.hhs.gov/grants/how-to-apply-for-grants>.

Catalog of Federal Domestic Assistance (CFDA) <https://www.cfda.gov/>.

For submission of a paper format application, all required Standard Forms (SF), assurances, and certifications are available on the ACF Grants-Forms page through <https://www.acf.hhs.gov/grants-forms>.

Standard grant forms are available at the [Grants.gov](http://www.grants.gov) Forms Repository webpage at <http://www.grants.gov/web/grants/forms/sf-424-family.html>.

For information regarding accessibility issues, visit the Grants.gov Accessibility Compliance Page at <http://www.grants.gov/web/grants/accessibility-compliance.html>

Code of Federal Regulations (CFR) <http://www.ecfr.gov/>.

The *Federal Register* <https://www.federalregister.gov/>.

United States Code (U.S.C.) <http://uscode.house.gov/>.

Application Checklist

Applicants may use the checklist below as a guide when preparing your application package.

What to Submit	Where Found	When to Submit
The Project Description	Referenced in <i>Section IV.2. The Project Description</i> .	Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.4. Submission Dates and Times</i> .
Indirect Cost Rate Agreement (IDR)	Referenced in <i>Section IV.2. The Project Budget and Budget Justification</i> . The IDR must be submitted with the application package.	If the IDR is available by the application due date, it must be submitted with the application package. If it is not available by the application due date, listed in the <i>Overview</i> and <i>Section IV.4. Submission Dates</i>

		<p><i>and Times</i>, it may be submitted prior to the award of a grant.</p>
The Project Budget and Budget Justification	Referenced in <i>Section IV.2. The Project Budget and Budget Justification</i> of the announcement.	Submission is required in addition to submission of SF-424A or SF-424C. It must be submitted with the application package by the due date in the <i>Overview</i> and in <i>Section IV.4. Submission Dates and Times</i> .
Commitment of Non-Federal Resources	Referenced in <i>Section IV.2. The Project Budget and Budget Justification</i> .	Submission is due by the application due date found in the <i>Overview</i> and <i>Section IV.4. Submission Dates and Times</i> .
Table of Contents	Referenced in <i>Section IV.2. The Project Description</i> .	Submit with the application by the due date found in the <i>Overview</i> and in <i>Section IV.4. Submission Dates and Times</i> .
Certification Regarding Lobbying (Grants.gov Lobbying Form)	Referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications</i> . For electronic application submission, these forms are available on the FOA's Grants.gov page	Submission is due with the application package or prior to the award of a grant.

	<p>under the "Application Package" tab in the section entitled, "Mandatory."</p> <p>Available at http://www.grants.gov/web/grants/forms.html by using the link to "SF-424 Family."</p>	
SF-424A - Budget Information - Non-Construction Programs and SF-424B - Assurances - Non-Construction Programs	<p>Referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications.</i></p> <p>For electronic application submission, these forms are available on the FOA's Grants.gov "Download Opportunity Instructions and Application" page under "Download Application Package" in the section entitled, "Mandatory."</p> <p>Also available at http://www.grants.gov/web/grants/forms.html by using the link to "SF-424 Family."</p> <p>These forms are required for applications under this FOA:</p> <ul style="list-style-type: none"> • Projects that include only non-construction activities must submit the SF-424A and SF-424B, along with the SF-424 and SF-P/PSL. 	<p>Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.4. Submission Dates and Times.</i></p>
Mandatory Grant Disclosure	<p>Requirement, submission instructions, and mailing addresses are found in the "Mandatory Grant Disclosure" entry in the table in <i>Section</i></p>	<p>Concurrent submission to the Administration for Children and Families and to the</p>

	<i>IV.2. Required Forms, Assurances and Certifications .</i>	Office of the Inspector General is required.
Proof of Non-Profit Status	Referenced in <i>Section IV.2. The Project Description, Legal Status of Applicant Entity.</i>	Proof of non-profit status should be submitted with the application package by the due date listed in the <i>Overview</i> and <i>Section IV.4. Submission Dates and Times</i> . If it is not available at the time of application submission, it must be submitted prior to the award of a grant.
SF-LLL - Disclosure of Lobbying Activities	<p>"Disclosure Form to Report Lobbying" is referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications.</i></p> <p>For electronic application submission, this form is available on the FOA's Grants.gov "Download Opportunity Instructions and Application" page under "Download Application Package" in the section entitled, "Optional."</p> <p>The form is available in the electronic application kit at Grants.gov</p> <p>and at http://www.grants.gov/web/grants/forms.html by using the link to "SF-424 Family."</p> <p>If applicable, submission of this</p>	If submission of this form is applicable, it is due at the time of application. If it not available at the time of application, it may also be submitted prior to the award of a grant.

	<p>form is required if any funds have been paid, or will be paid, to any person for influencing, or attempting to influence, an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan.</p>	
Logic Model	<p>Referenced in <i>Section IV.2. The Project Description.</i></p>	<p>Submission is due with the application package by the application due date found in the <i>Overview</i> and in <i>Section IV.4. Submission Dates and Times</i>.</p>
Letters of Support	<p>Referenced in <i>Section IV.2. The Project Description.</i></p>	<p>Submission is due by the application due date listed in the <i>Overview</i> and in <i>Section IV.4. Submission Dates and Times</i>.</p>
Project Summary/Abstract	<p>Referenced in <i>Section IV.2. The Project Description.</i> The Project Summary/Abstract is limited to one single-spaced page.</p>	<p>Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.4. Submission Dates and Times</i>.</p>

SF-424 Key Contact Form	<p>Referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications.</i></p> <p>For electronic application submission, this form is available on the FOA's Grants.gov "Download Opportunity Instructions and Application" page under "Download Application Package" in the section entitled, "Optional."</p> <p>The form is also available at http://www.grants.gov/web/grants/forms.html</p> <p>by using the link to "SF-424 Family."</p>	<p>Submission is due with the application by the application due date found in the <i>Overview</i> and in <i>Section IV.4. Submission Dates and Times.</i></p>
Third-Party Agreements (also, MOUs and Consortia Agreements)	<p>Referenced in <i>Section IV.2. Project Description.</i></p>	<p>If available, submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.4.</i> If not available at the time of application submission, due by the time of award.</p>
SF-424 - Application for Federal Assistance	<p>Referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications.</i></p> <p>For electronic application submission, these forms are available on the FOA's Grants.gov "Download Opportunity Instructions and Application" page under "Download Application"</p>	<p>Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.4. Submission Dates and Times.</i></p>

	<p>"Package" in the section entitled, "Mandatory."</p> <p>Also available at http://www.grants.gov/web/grants/forms.html</p> <p>by using the link to "SF-424 Family."</p>	
SF-Project/Performance Site Location(s) (SF-P/PSL)	<p>Referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications.</i></p> <p>For electronic application submission, these forms are available on the FOA's Grants.gov "Download Opportunity Instructions and Application" page under "Download Application Package" in the section entitled, "Mandatory."</p> <p>Also available at http://www.grants.gov/web/grants/forms.html</p> <p>by using the link to "SF-424 Family."</p>	<p>Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.4. Submission Dates and Times.</i></p>
DUNS Number (Unique Entity Identifier) and Systems for Award Management (SAM) registration.	<p>Referenced in <i>Section IV.3. Unique Entity Identifier and System for Award Management (SAM)</i> in the announcement.</p> <p>To obtain a DUNS number (Unique Entity Identifier), go to http://fedgov.dnb.com/webform.</p> <p>To register at SAM, go to http://www.sam.gov.</p>	<p>A DUNS number (Unique Entity Identifier) and registration at SAM.gov are required for all applicants.</p> <p>Active registration at SAM must be maintained throughout the application and project award period.</p>